

An Introduction to the Joint Deficiency Reporting System



DCMA Training Presentation



Joint Deficiency Reporting System

Background:

In August 2006 the Joint Aeronautical Logistics Commanders (JALC) sponsored the Navy, Marine Corps, Army, Air Force, Coast Guard and Defense Contract Management Agency (DCMA), to develop a Joint Deficiency Reporting System (JDRS) based on NAVAIR's NAMDRP application.

JDRS provides a common, seamless solution for deficiency reporting and resolution management across the Aeronautical Enterprise. JDRS is a cross-service web enabled automated tracking system designed to initiate, process and track deficiency reports from the Warfighter through the investigation process.

JDRS is being developed by NAVAIR's NAMDRP/JDRS Program which is comprised of Process Subject Matter Experts (SME), Senior Programmers, Functional Requirement Experts, Application Testers, and various program support personnel.



Joint Deficiency Reporting System

Background:

(The following diagram is an overview of the JDRS process)

JDRS Joint Deficiency Reporting System

TO BETTER SERVE THE WARFIGHTER



Deficiency Discovered

Investigation

Navy

Navy

Army

Marines

Army

Marines

The Warfighter

Joint Quality & Engineering Support Teams

Coast Guard

Air Force

Coast Guard

Air Force

Resolution

Root Cause

DEFICIENCY SUBMITTED

INVESTIGATION BEGINS

NOTIFICATION

INVESTIGATION RESULTS

Initiate DR	Technical Dialog
Search for DRs	Support Team Lookup
Open DRs	User Search

Clearing House
(Help Desk /
Process Support)

Exhibit Ship/
Disposition





Joint Deficiency Reporting System

Deficiency Reports Supported by JDRS:

- **Product Quality Deficiency Reports (PQDR) CAT I & II**
 - **CAT I & II: Air Force, Coast Guard & NAVAIR**
 - **Army: CAT I = Engineering, CAT II = Quality**
 - **Do not submit PQDRs for AIDRs (Separate JDRS Workflow)**
- **Engineering Investigations (EI) & Hazardous Material Reports (HM)**
 - **NAVAIR Only**
- **Material Deficiency Reports (MDR)**
 - **Air Force Only**
- **Acceptance Inspection Deficiency Reports (AIDR, *previously ADR*)**
 - **Air Force, Coast Guard & NAVAIR**
- **Technical Publication Deficiency Reports (TPDRs... *in near future*)**



Joint Deficiency Reporting System

Global Benefits:

- **Improved quality of material and Warfighter readiness**
- **Visibility of deficiency reports across all services**
- **Critical Safety Item (CSI) & Critical Application Item (CAI) visibility aeronautical enterprise wide**
- **Reduction of total ownership cost and cycle time**
- **Government and industry partnering**
- **Improved exhibit inventory management and management metrics**
- **Automated routing of deficiency reports and ease of use**



Joint Deficiency Reporting System

Benefits to DCMA:

- **One DR system to submit & process Deficiency Reports**
- **Ability to complete DCMA required tools and communicate with their Contractors within JDRS**
- **Draft/Submit a DR to the Screening Point within JDRS**
- **Accept or Reject a DR from the Action Point within JDRS**
- **Complete the Exhibit Receipt within JDRS**
- **Draft the Preliminary (Shipping Instructions)/Interim/Final Report or Administrative Closing Report and forward to the AP for Approval**
- **Execute the Material Disposition within JDRS**
- **Enrolled users will receive web prompters/notifications when actions are taken or have become delinquent**

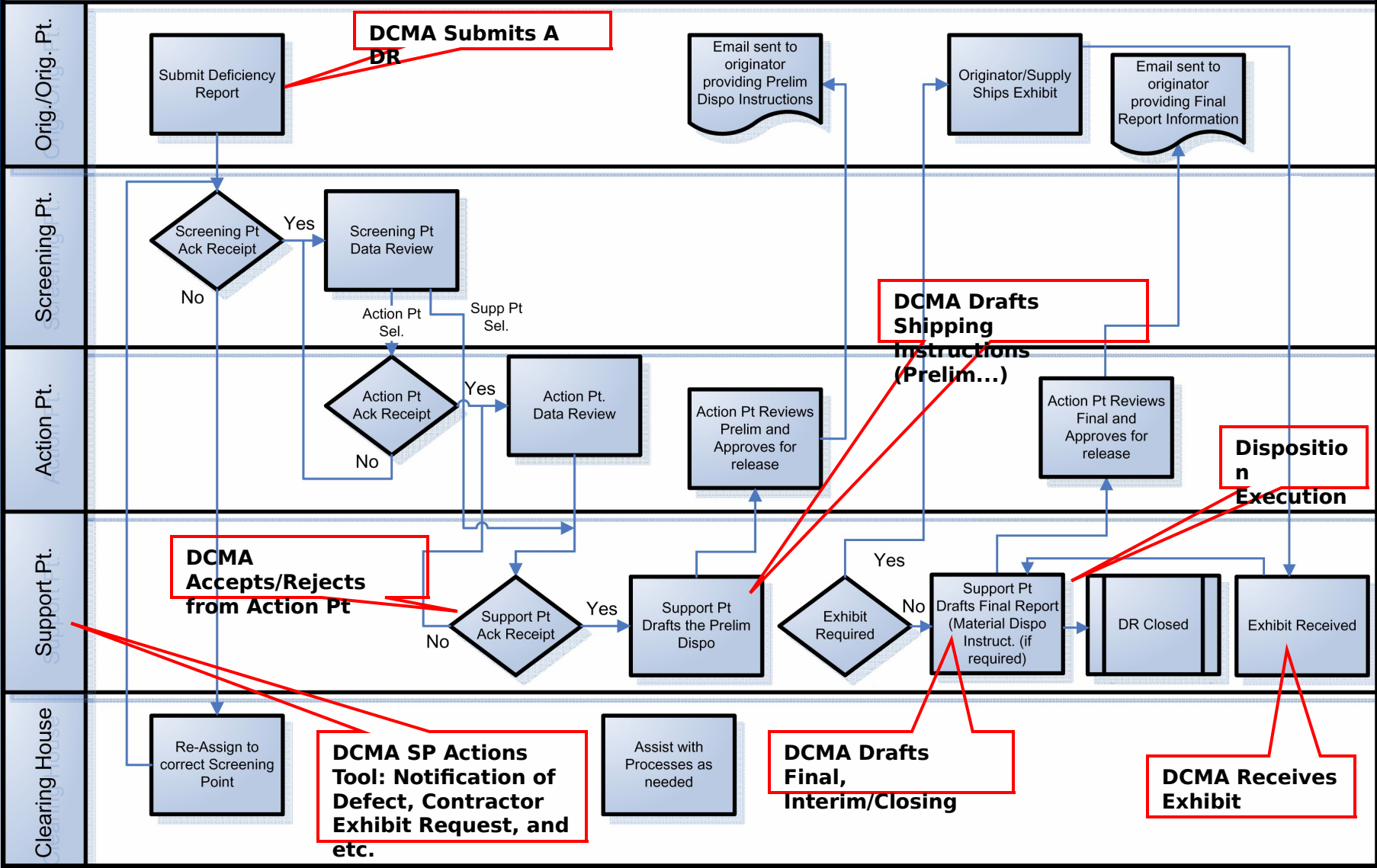


Joint Deficiency Reporting System

DR Work Flow:

(The following diagram shows the various “touchpoints” and the process flow for a PQDR/MDR)

Sample DR Workflow: DCMA Can Process all DR Reports/Workflow Steps On-Line within JDRS





Joint Deficiency Reporting System

FORWARD INTO THE
FUTURE WITH
US

<http://jdrs.mil>

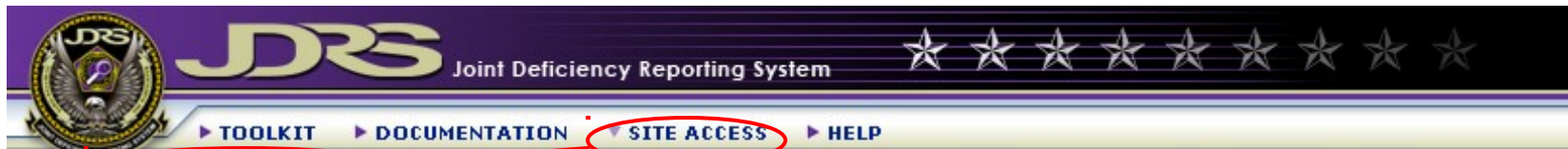


Joint Deficiency Reporting System

JDRS Enrollment:

- **The JDRS Web Site provides an automated process for a Non-We Customer to enroll into the web site via the JDRS User Registration Tool**
- **The User Registration Tool is simple and easy to use.**
- **The Enrollment process takes less than 5 minutes to complete**
- **Assistance is available by contacting the JDRS Clearing House**
- **The User Registration Tool is located under Site Access under the URL, <https://jdrs.mil>**
- **U.S & Non U.S. Military, DoD Employees, DoD Contractors & Foreign Military can enroll with proper authorization**

LOGIN SCREEN: URL: <https://jdrs.mil>



[New User Registration](#) [Reactivate Account](#) [Registration Handbook](#) [Website Overview Handbook](#)

Welcome to the Joint Deficiency Reporting System (JDRS) web site. This web site allows submission and complete processing of various Deficiency Reports for US Army, Air Force, Coast Guard, Aeronautical DCMA, and Navy/Marines users.

This site also allows Navy/Marine users access to naval ordnance deficiency reports including Conventional Ordnance Deficiency Reports (CODRs), Explosive Event Reports (EERs) and Product Quality Deficiency Reports (PQDRs-for ordnance only).

To assist in the proper and efficient submission and processing of these reports, a Clearinghouse has been established and staffed by personnel located throughout the US. Contact the Clearinghouse (1-888-832-5972) if you require assistance.

No data shown in this document is meant to represent any 'real' organization, team, individual, company, equipment, part, or manufacturer. Any resemblance to actual organizations, teams, individuals, companies, equipment, parts, or manufacturers is purely coincidental. Numbers shown as costs, quantities, totals, equipment numbers, part numbers, or model numbers do not reflect any 'real' equipment, part, or model.

Select the "New User Registration" to open the Enrollment Tool

Registration and Web Site Overview Handbook Links

Please provide your username and password for access.

Username:

Password:

[»Forgot Password?](#)

The JDRS Web Site Requires:

**Netscape Navigator 6.2 or greater -or -
Microsoft Internet Explorer 5.0 or greater**

This site last updated on: 14 March 2007, 8:00 PM

Help Desk Assistance:
1-888-292-5919 (Operations Center) | [Call Tracker](#)

Process Assistance: 1-888-832-5972 (Clearing House Reps) **Site Email Address:** JDRSHelp.Fct@navy.mil

After Hours, Password Reset or minor assistance.

Need Help, Call the CH or email our Program

USER REQUEST FORM - PAGE 1

User Request Form (User Type)

Privacy Act Statement

- AUTHORITY:** Executive order 10450, 9397 and Public Law 99-474, the Computer Fraud and Abuse Act.
- PRINCIPLE PURPOSES:** To record names(Full) and last 4 digits of Social Security numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information.
NOTE: Records may be maintained in both electronic and/or paper form.
- ROUTINE USES:** None
- DISCLOSURE:** Disclosure of this information is voluntary, however, failure to provide the requested information may impede, delay or prevent further processing of this request and result in denial of access to this computer application.

Refer to appropriate Registration Handbook located under the toolbar option Site Access on the website home page or if logged on, under the toolbar option Help, select Handbooks, select Site Documentation.

* denotes mandatory information

? Primary Service/Agency

* Please select one of the following:

Primary Service:

Air Force
Army
Coast Guard
Navy/Marines
Other

If Other Specify:

DCMA
DLA
New Service Request
TEST
NASA

? Citizenship Information/Application Type

* Please select one of the following application types:

- U.S. Citizen - U.S. Military
 U.S. Citizen - DOD Employee
 U.S. Citizen - DOD Contractor
 U.S. Citizen - Other

**Select "Other" for
Primary Service, then
Select DCMA.**

**Select the Radio Button
corresponding to your
Citizenship.**

USER REQUEST FORM - PAGE 2

User Request Form (Unit Information)

* denotes mandatory information

Unit Information:

*Primary Unit:

Click the "Select Unit" button to Open the Search and Selected Units tool

If your primary unit WAS NOT found in the lookup list above, check the box below and proceed to the next page.

Requesting New Unit:

I am requesting that a new unit be added to the JDRS system.

Search and Select Units

Enter the Unit Name in the search field. It is not necessary to enter the entire Unit Name. You must enter at least 3 letters of the Unit Name, then select "Search". If the correct Unit is returned in the search results, click "Select". Otherwise, refine the search criteria and search again.

Type DCMA in the "Unit Name" field, Then Click the "Search" button

If the correct Unit is returned, Click on the "Select" to choose that Unit.

Search returned 103 records

Unit	Options
Customer Service Team - DCMA GE Lynn MA	Select
DCMA (View Only)	Select
DCMA AIMO - Birmingham	Select

USER REQUEST FORM - PAGE 3

Additional Units:

Up to 25 additional units may be requested. Be advised, each unit POC must authorize access into their unit. **You may not add additional units if you are requesting a new unit as a primary.**

Additional Selected Units:

Quality Team - ACE

Click the "Add Unit" button to Open the Search and Selected Units tool

Add Unit(s)

Remove Unit(s)

Previous Page Next Page Cancel/Return

Tool works like previous page search

Close

Search and Select Units

Enter the Unit Name in the search field. It is not necessary to enter the entire Unit Name. You must enter at least 3 letters of the Unit Name, then select "Search". If the correct Unit is returned in the search results, click "Select". Otherwise, refine the search criteria and search again.

Select the Service in which the Unit will be used. Select All Services, if applicable

Search: Search

Unit Name:

Service:

- All Services
- Air Force
- Army
- Coast Guard
- Navy/Marines
- Other

Type in Unit name, Click "Search", Select the Unit, Click the "Close" button

USER REQUEST FORM - PAGE 4

User Request Form (Role Selection)

* denotes mandatory information

Role Selection

Please select the role(s) needed. A role for each unit/community is required to complete this page of the form. For definitions of roles, click on Help button below. Note: An Authorizing POC must be selected. If the drop down list is empty or no one pertains, the Write In section must be used.

? Role Definitions

Primary Unit

DCMA Support PT 1-Test

Unit Role

*

- Support Point (Approver)
- Support Point (Drafter)
- Support Point DRPM
- Support Point Investigator
- Unit Administrator
- View Only User

? Authorizing POC

*

Authorizing POC Name (Write In)

Joe Marine

Authorizing POC Email Address

Joe.Marine@USMC.mil

Select the Unit Role the user requires

Who will be the Authorizing POC for this Enrollee?

NO Authorizing POC identified: Will require a write-in authorizing POC and their email address

DCMA authorizing POCs will be the DRPM & Investigators

Previous Page

Next Page

Cancel/Return



Joint Deficiency Reporting System

THE DCMA JDRS USER/UNIT ROLE & PRIVILEGES



Joint Deficiency Reporting System

5 DCMA User Roles and Privileges:

- **Support Point DRPM (DCMA Use Only)**
- **Support Point Investigator (DCMA Use Only)**
- **Support Point Approver (Contractors/Units Not Having a DCMA)**
- **Support Point Drafter (Contractors/Units Not Having a DCMA)**
- **Unit Administrator & View Only User**



Joint Deficiency Reporting System

Support Point DRPM (For DCMA Use Only) Web Site Privileges:

- **Access to the Total Submitted DRs Report (Metrics)**
- **Access to the Turn-Around-Time Report (Metrics)**
- **Save & Submit a Cancellation Request**
- **Submit the Closing Report (Admin Close - No Investigation) to the Action Point**
- **Save & Submit a DR to the Screening Point**
- **Delete an Un-Submitted DR**
- **Complete, Confirm and Execute the Material Disposition**
- **Save & Submit an Interim Report to the Action Point**
- **Save & Submit the Preliminary Disposition Report (Shipping Instructions) to the Action Point**
- **Receive the Exhibit/Equipment**
- **Assign the Record POC**
- **Support Point Acknowledge the DR from the Action Point**
- **Support Point Actions Tool (DCMA Specific Tools)**
- **Support Point Delegate**
- **Save & Submit the Final Report (Investigation with or without exhibit) to the Action Point**



Joint Deficiency Reporting System

Support Point Investigator (DCMA Use Only) Web Site Privileges:

- **Access to the Total Submitted DRs Report (Metrics)**
- **Access to the Turn-Around-Time Report (Metrics)**
- **Save & Submit the Closing (Admin Close - No Investigation), Interim, Final (Investigation with or without exhibit), or Preliminary Disposition Report (Shipping Instructions) to the DRPM for review, who then Submits the Report to the Action Point for Approval or can directly Submit the Report to the Action Point for Approval**
- **Save DR**
- **Delete an Un-submitted DR**
- **Receive the Exhibit/Equipment**
- **Assign a Record POC**
- **Support Point Actions Tool (DCMA Specific Tool)**



Joint Deficiency Reporting System

Support Point Approvals:

- Access to the Submitted DRG Report (Matrix)
- Access to the Turn-Around-Time Report (Matrix)
- Submit a DRG Cancellation Request
- Save and Submit a Closing Report (Admin Close - No Investigation) to the Action Point for Approval
- Details for Approved DRG
- Disposition Codes
- Save and Submit a Final Report (Investigation with or without an exhibit) to the Action Point for Approval
- Save and Submit an Interim Report to the Action Point for Approval
- Save and Submit a Preliminary Disposition Report (Shipping Instructions) to the Action Point for Approval
- Review the DRG's Disposition
- Assign a Report POC
- Support Point Acknowledgment



Joint Deficiency Reporting System

Support Point (Drafter):

- Access to the Total Submitted DRs Report (Metrics)
- Access to the Turn-Around-Time Report (Metrics)
- Save & Submit the Closing (Admin Close - No Investigation), Interim, Final (Investigation with or without an exhibit), or Preliminary Disposition Report (Shipping Instructions) to the Report Approver for review, who then Submits the Report to the Action Point for Approval or can directly Submit the Report to the Action Point for Approval
- Save DR
- Delete an Un-Submitted DR
- Receive Exhibit/Equipment
- Record POC





Joint Deficiency Reporting System

DCMA Unit Administrator Privileges:

- **Report - Total Submitted DRs**
- **Report - Turn-Around-Time**



Joint Deficiency Reporting System

[JDRS
WEB SITE OVERVIEW](#)



Joint Deficiency Reporting System

JDRS Website Overview

– JDRS Web Site Toolbar consists of five different JDRS web site user

Function Menus:

- **MyHome: Three Home Page Options to Choose from - Open DRs, DR Stats, and Deployed Users Menu**
- **Toolkit: The Working Menu - Search, Initiate, ST POC, Mgmt Tools**
- **Administration: Password/Profile Changes, User/Unit Search, User Request**

Customize your Display

- **Documentation: Software Change Request (SCR) Web Tool Handbooks, Pub/Instruction Links**
- **Help: Services, Related Links, Contact Us**

Menu Bar & Associated Tools

Selecting "MyHome" Returns the User to their Selected or Default Home Page: Open DRs, DR Stats or Deployed Users setting.



JDRS

Joint Deficiency Reporting System

[myHome](#) ▸ **TOOLKIT** ▸ ADMINISTRATION ▸ DOCUMENTATION ▸ HELP

[DR Stats](#) [Open DRs](#) [Search DRs](#) [Initiate DR](#) [Tech Dialog](#) [Import DR](#) [ST POCs](#) [Mgmt Tools](#)



JDRS

Joint Deficiency Reporting System

[myHome](#) ▸ TOOLKIT ▸ **ADMINISTRATION** ▸ DOCUMENTATION ▸ HELP

[User Profile](#) [Change Password](#) [User Request](#) [Users](#) [Units](#) [Customize Display](#) [Administrative](#)



Each Menu has a Unique set of Tools for the JDRS to use for Processing/Communicating, Customizing, Administrative, or when needing support/Instruction. Select the Link to Open the Tool.

[myHome](#) ▸ TOOLKIT ▸ ADMINISTRATION ▸ **DOCUMENTATION** ▸ HELP

[Handbooks](#) [NAMP Instructions/Letters](#) [SCR](#)



JDRS

Joint Deficiency Reporting System

[myHome](#) ▸ TOOLKIT ▸ ADMINISTRATION ▸ DOCUMENTATION ▸ **HELP**

[Site Assistance](#) [Service Contacts](#) [Services](#) [Related Links](#) [Contact Us](#) [What's New](#)

MyHome Options: Open DR, DR Stats & Deployed

Open DRs

Process Timelines: [EI](#) / [PQDR](#) / [MDR](#) / [AIDR](#)

DR Type: All DRs AIDR EI	Units: Air Force Screening PT 1-Test Clearing House DCMA Support PT 1-Test	Last Step: Any Completed Step DR Submission Reclassify	Open/Closed: Show All DRs Show Open DRs Only Show Closed DRs Only	TMS/MDS: All TMS N/A A-10A	Service: All Services Air Force Army
--	--	--	---	--	--

Retrieve Display Prefs: [Session Defa](#)

Displays all DRs assigned to the enrolled unit/s that are Open or have been closed within the last 30 days

“Default JDRS Setting”

RCN	ICN	Screening Pt POC	Last Step
DCMA Support PT 1-Test			
n65923-78-0001	TSTMDR-TEST-	Screening-I, AirForce A	Exhibit Receipt
N65923-78-2935			MDR Submitted
N00019-08-0700	TSTPQDR-TEST-0025-08M	Usaf Nomenclature	CAT I PQDR 0
		Screening-I, AirForce A	PQDR Record Closed
S3102A-08-0098		Test	CAT I PQDR
			PQDR Drafted

DR Statistics

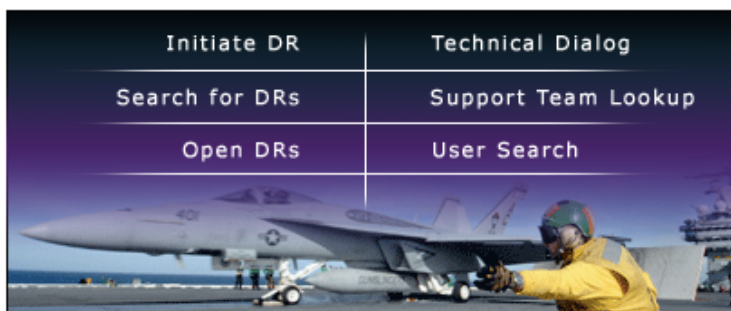
[Air Force Action PT 1-Test](#)

»PQDR

Open: 10	Drafted: 0
Routine: 0	Routine: 1
Safety: 5	Safety: 1
Mishap: 0	Mishap: 1
Unassigned: 5	Unassigned: 0

Provides a snapshot view of the quantity of open records broken down by record type for your activity

Deployed Users Menu



Used by Deployed Users

(Note: This new page is to assist our deployed users with slow connections, however, other pages may not be affected.)

1

2

3



Joint Deficiency Reporting System

A LOOK AT SOME TOOLS LOCATED UNDER THE MENU'S

TOOLKIT MENU: "SEARCH TOOL"

Search:		DR Search Clear Search	
Service	All Services		
DR Type	All DRs AIDR EI	Category	CAT I CAT II
Open/Closed	Show All DRs Show Open DRs Only Show Closed DRs Only	Last Step	Any Completed Step DR Submission Reclassify
RCN	R09516-08-	ICN	
DMN	0001	SPCN	
DRUI		Contract Nr	<input type="checkbox"/> Under Warranty
MFR CAGE Code		LRA CAGE Code	
Part Number		Serial Number	
FSC		NIIN	
Indicators	<input type="checkbox"/> CSI <input type="checkbox"/> CAI <input type="checkbox"/> IAPI <input type="checkbox"/> Mishap <input type="checkbox"/> Software <input type="checkbox"/> Parent DRs <input type="checkbox"/> TFOA/DO		
Org Code / Site		Orig Pt DoDAAC	Find DoDAAC
EIC (ALRE Only)		Originator DoDAAC	Find DoDAAC
Platform		TEC	
TMS/MDS	A-10A A-10C A-4 AC-130H AC-130U AH-1 AH-1E	Bureau/Tail Number	
		Engine Model	
		WUC/LCN	
		Nomenclature	
Date Range	From: [] [] [] [] To: [] [] [] []		
Website Action:	Select a website action		
Unit(s)	Clearing House		Add Unit(s) Remove Unit(s)
	Unit Search Field functions the same as PLA Search		
<input type="checkbox"/> Associated PQDR(s)			

Many Fields are available which can be used as your Search Criteria

Select which field you want to search or type pertinent information in the box, Click "DR Search" button to perform the search

Refer to the Handbook for further instructions on the Search Tool

TOOLKIT MENU: "MGMT TOOLS"



Management Tools

» [DRs Submitted Report](#)

[DRs Submitted Handbook](#)

» [Average Turn Around Time \(TAT\) Report](#)

[Average Turn Around Time Handbook](#)

Metrics tools

TOOLKIT MENU: "MGMT TOOLS"

REPORT CRITERIA: Clear

* **Frequency:** Monthly Quarterly Yearly

* **Starting Date:** Mar 2007

* **Report Type:**
AIDR
EI
HMR
HMR/EI
PQDR
MDR

Service: Navy/Marines

Category:

Dr. Status:

Classification: All

Aircraft Platform:

TMS/MDS:
N/A
A-4
AH-1W
AH-1Z
AV-8B

Bureau/Tail Number:

Part Number:

FSC: **NIIN:**

CAGE Code:

Type Equipment Code:

A User can pull their own metrics by selecting which categories they want displayed.

When the "View Report" button is used the report will show a break down of the number of Report Types per the month's). As well as displaying a graph of the number of records.

When the "View Records" button is selected the actually RCNs will be displayed. This pull can also be exported to an Excel spreadsheet.

UNIT SPECIFICATION:

ST Unit Selection

Quality Unit Selection

Originating Unit Selection

Unit Selection

Site Selection

POC Selection

AIDR Unit Selection

Select one of the following to search for [Unit Specific Information](#). If no selection is made, Total Population results will be displayed, based on criteria selected above. Selecting one of the specifications will reload the page with the proper fields visible.

View Report

View Records

Cancel/Return

When NAVAIR Units are selected (PEO, PMO, ST, ST Subteam, Site, ST POC), data includes records submitted "TO" the selected unit(s). When Originating Units are selected (TYCOM/MACOM/MAJCOM, Wing, Group, Unit, Originating POC), data includes records submitted "BY" the selected unit(s).

TOOLKIT MENU: "TECHNICAL DIALOG"

The screenshot shows the top portion of a web form. On the left is a large empty box labeled "To: Recipient(s)". On the right is a similar box labeled "CC: Recipient(s)". Between them are three buttons: "Move to CC: >>>", "<<< Move to To:", and "Remove". Below these is a row of buttons: "Add --Other-- Recipients:", "Users" (circled in red), "ST Lookup", "Retrieve Dist List", and "Save Dist List". At the bottom of this section is a "Write-In Emails:" label followed by a text input field and two buttons: "Add to TO: Line" and "Add to CC: Line".

* Subject:

* Message:

Save without Submitting

Submit Dialog

Cancel/Return

Select the Recipient(s):
via the "Users" button

You can add a Write in
for Non Enrolled people

Type the Subject

Type your Message

Saved TDs can only be
viewed by the drafter
until submitted

Click the "Submit
Dialog" button when
finished

ADMINISTRATION MENU: "USER PROFILE"

User Profile: **Joe Marine** (Active)

NOTE: In order to change password, use the menu and select Administration - Change Password.

Username: MarineJ1

* Last name: Marine

* First name: Joe

Middle Initial:

Red
asterisk
fields are
mandatory

Rank / Rate / Code:

* Title: CLHS Director/Principal Management Ana

* Email Address:

Alt. Email Address:

Set Alternate Email Address as Primary Email Address

Address:

City:

State:

Zipcode:

Country: U.S.A.

* Phone Number: 111-555-1234

DSN: 555-1234

Fax Number: 555-1234

* PLA: NAWAIRDEPOT CHERRY PT NC

* Naval Message Office Code: CLHS DIR

DMS Drop Address:

Rotation Date:

Please keep all information in your Profile up to date, especially Email address & Phone number

Click "Save Changes" at the bottom of the screen

ADMINISTRATION MENU: "CHANGE PASSWORD"

To change your password type in your old and then your new password, then confirm

Click "Save Changes" to change your new password


Change Password

INSTRUCTIONS:

1. Min 8 characters - Max 20 chracters
2. One upper case character
3. One lower case character
4. One numeric character (cannot be the first character)
5. Password cannot be reused for 24 times
6. Password will expire after 180 days

		Save Changes	Cancel/Return
Username:	Marinej1		
* Old Password:	<input type="password"/>		
* New Password:	<input type="password"/>		
* Confirm New Password:	<input type="password"/>		

ADMINISTRATION MENU: "USER LISTING"



JDRS Joint Deficiency Reporting System

myHome ► TOOLKIT ► **ADMINISTRATION** ► DOCUMENTATION ► HELP

User Profile Change Password User Request **Users** Units Customize Display Administrative Tools

User Listing

Search:	<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Clear Search"/>
Last name:	<input type="text"/>			
First name:	<input type="text"/>			
Username:	<input type="text"/>			
Unit:	<input type="text"/>	<input type="button" value="Find Unit"/>		
PLA:	<input type="text"/>	<input type="button" value="Find PLA"/>		
Office Code:	<input type="text"/>			
E-mail Address:	<input type="text"/>			
Account Status:	Active <input type="button" value="v"/>	Service:	All Services <input type="button" value="v"/>	
User Requests:	<input type="checkbox"/>			

Tool allows user to search for an individual enrolled user, a Unit listing of all enrolled users of that unit, users by PLA/Office Code/Email address

Click the "Search" button to search info

ADMINISTRATION MENU: "UNIT LISTING"

User can search FOR a Unit by DoDAAC, Unit name, Service, Type Unit, PLA, Unit status

Unit Listing

Search:	<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Clear Search"/>
DoDAAC:	<input type="text" value="N65923"/>			
Unit name:	<input type="text"/>			
Service:	<input type="text"/>			
PLA:	<input type="text"/>	<input type="button" value="Find PLA"/>		
Unit Type:	<input type="text"/>			
Unit Status:	<input type="text" value="Active"/>			

- Air Force
- Army
- Coast Guard
- Navy/Marines
- Other

- Action Point
- AIDR Quality Unit
- Clearing House
- Command
- Contracts
- Customer Service - Exhibit Receiving Activity
- Decommissioned
- Engineering Support Team
- EST Sub Team
- Fleet / Ordnance

DOCUMENTATION MENU: “SOFTWARE CHANGE REQUEST”

SCR Listing

The Software Change Request (SCR) is the mechanism used to report a problem in, or request an improvement to, the JDRS Website. You may add a new SCR to be considered for a future website update or you may search the SCR database to determine if there already is an existing SCR for a particular problem/change. You may also check the status on SCRs you have submitted.

Search - To search the SCR database, enter information in the desired search field and select the "Search" button. Entering information in more than one field will further limit the resulting search.

Sort - You may sort the search results by clicking the underlined headings.

Add SCR - Select "Add SCR" to submit a new SCR.

Check the “My SCRs” box and click Search button to present SCRs you have submitted

On the SCR Listing page, you can search existing SCRs by the subject, SCR number, RCN, name of person submitting SCR, etc.

Search:		Search	Clear Search
My SCRs: <input type="checkbox"/>	CCB Rank: <input type="checkbox"/>	Quick List: <input type="checkbox"/>	Add SCR
Subject:	<input type="text"/>		
SCR Number:	<input type="text"/>		
RCN:	<input type="text"/>		
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Process Owner:	<input type="text"/>	P.O. Rank:	<input type="checkbox"/>
Reviewed Priority:	<input type="text"/>		
Category:	<input type="text"/>	Affects Safety: <input type="checkbox"/>	Affects Readiness: <input type="checkbox"/>
JDRS Report:	<input type="text"/>	Tool:	Acknowledge Receipt Action Pt. Ack. Receipt Attach Document Tool
Change Type:	<input type="text"/>	FRs Affected:	Acknowledge Receipt Action Pt Acknowledge Attach Document
Description:	<input type="text"/>		
Status:	<input type="text"/>	Version:	<input type="text"/>
Date Range:	From: <input type="text"/>	To: <input type="text"/>	

To Add or Submit an SCR, select the “Add SCR” link. This will open the SCR Submit page

DOCUMENTATION MENU: "SOFTWARE CHANGE REQUEST"

Submitter Name:

Submitter Email:

* Subject / Title:

* Submitted Priority:

* JDRS Report:

* Tool:

RCN:

* Description of Problem / Change:

* Recommended Solution:

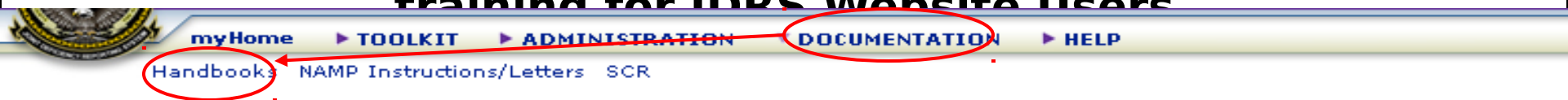
Supporting Document(s)

Data Change:

Fields with Red asterisks are mandatory

Use Data Change for workflow issues, back up the report, data change, change a shipping or receiving activity, RCN change, extend a Final/Closing Report revision date, and etc.

JDRS Website Tool Handbooks are located under the “Documentation” Menu. They have been developed to assist you with the Tool’s functionality and provide a means of training for JDRS Website Users



Handbooks

- | | |
|--|--|
| » Action Pt Acknowledge Receipt (JDRS) (350.5 kb) | » Material Disposition (JDRS) (696.0 kb) |
| » Action Point Data Review (JDRS) (590.8 kb) | » Memo for the Record (JDRS) (185.3 kb) |
| » Cancellation Request (JDRS) (402.5 kb) | » NAVAIR Engineer EI Training (29457.4 kb) |
| » Contact Us (JDRS) (130.6 kb) | » Open DRs & Customize Display (JDRS) (628.0 kb) |
| » Copy/Paste (JDRS) (104.8 kb) | » Parent Child Relationship (JDRS) (3895.4 kb) |
| » DCMA Support Point Actions Tool (JDRS) (1106.1 kb) | » Preliminary Disposition Report (JDRS) (269.7 kb) |
| » DMS Import (JDRS) - (NAVAIR ONLY) (199.7 kb) | » Reclassify DR (JDRS) (841.8 kb) |
| » DR Submission Logon/No Logon (JDRS) (662.8 kb) | » Registration (JDRS) (3311.7 kb) |
| » DRs Submitted MRT (JDRS) (737.1 kb) | » ST Look Up Tool (JDRS) (492.8 kb) |
| » Data Edit (JDRS) (324.6 kb) | » Screening Pt. Acknowledge Receipt (JDRS) (439.1 kb) |
| » Exam Plan (JDRS) - (NAVAIR ONLY) (368.8 kb) | » Screening Pt. Data Review (JDRS) (517.8 kb) |
| » Exhibit Receipt (JDRS) (369.5 kb) | » Search DRs & Export (JDRS) (192.4 kb) |
| » Exhibit Shipping (JDRS) (292.8 kb) | » Software Change Request SCR (JDRS) (268.2 kb) |
| » Final Report AIDR (JDRS) (594.0 kb) | » Support Pt. Acknowledge (JDRS) (416.6 kb) |
| » Final Report EI/HMR (JDRS) (317.8 kb) | » Support Tools (JDRS) (822.2 kb) |
| » Final Report PQDR & MDR (JDRS) (461.3 kb) | » TAT Handbook (JDRS) - (NAVAIR Only) (1000.0 kb) |
| » Go No/Go Recommendation (JDRS) - (NAVAIR ONLY) (538.9 kb) | » Technical Dialog (JDRS) (462.7 kb) |
| » HMR Response (JDRS) - (NAVAIR ONLY) (602.5 kb) | » Tracer Report (JDRS) (235.8 kb) |

HELP MENU: "CONTACT US"



Contact Us

This tool allows you to provide comments concerning the JDRS web site. All suggestions for process or web site enhancement may be submitted using the Software Change Request (SCR) Tool provided under Documentation.

Note: Fields marked with a red asterisk (*) are mandatory.

*Name:

Joe Marine

*E-mail Address:

Joe.Marine@DCMA.mil

Phone Number:

111-555-3333

*Subject:

*Comments:

Type your Subject and Comments.

Submit your Form: A JDRS Representative will respond to request ASAP.

Submit Comments

Cancel/Return

Name, Email Address and Phone number are auto-populated from your profile information.



Joint Deficiency Reporting System

SUPPORT TOOLS LOCATED THROUGHOUT JDRC



Joint Deficiency Reporting System

Support Tools:

- **Several Support Tools are available for use on the JDRS web**
 - **Technical Dialogs:** Used to communicate with other JDRS users
 - **Attachments:** Files, pictures, jpeg, and etc., up to 70 Meg
 - **Plain Language Address (PLA) Lookup:** Used to route JDRS website reports
 - **References:** Add, Remove or Edit a Reference (Message, etc.)
 - **Email Selection:** Method used to route JDRS website Reports
 - **Export:** Export Records from Open DRs, Search and Mgmt

DR SUMMARY PAGE: "TECHNICAL DIALOG"

Misc Attached Messages/Documents

File Name	File Description	Size	Report	Attach/View Document
unit-info-willow1.jpg	Test Attachment	136.9 kb	DR	
req-fiq-5.jpg	Test Attachment 2	247.7 kb	DR	
unit-info-willow1.jpg	Test Attachment	136.9 kb	Scr Pt Data Review	
req-fiq-5.jpg	Test Attachment 2	247.7 kb	Scr Pt Data Review	
JDRSeNewsWinter07.pdf	News	614.9 kb	Final Report	
req-fiq-10.jpg	JDRS	234.4 kb	Final Report	
role-select.jpg	JDRS 2	234.8 kb	Final Report	

Located on the Summary Page.
Remains a Permanent Part of the Record

Technical Dialogs

Subject	Last Response	Messages	Tech Dialog
Testing	15-FEB-2008	2	
test	15-FEB-2008	1	
Test	15-FEB-2008	1	
shocker	15-FEB-2008	1	

Memo for the Record

Subject	Date Recorded	Memo Type
---------	---------------	-----------

There are no Memos for this PQDR.

ATTACH/VIEW DOCUMENTS

Click on the "Attach/View Document" button, which is located throughout the website, to open

Misc Attached Messages/Documents

File Name	File Description	Size	Report	Attach/View Document
-----------	------------------	------	--------	----------------------

There are no Upload Documents for this HMR.

Close

ATTACH/VIEW DOCUMENTS

To attach documents, click the "Browse" button and select the desired file (only one at a time). The desired file will appear in the "File Name" field. Enter a description of the file in the "File Description" field. Upload the file by clicking on the "Upload Attachment" button. Continue this process to select additional files. To view the file, click on the file name in the "File Name" block. To delete the file, click on "Delete" for the desired file. When complete, click on the "Close" button.

Upload Attachment:

File Name:

File Description:

Each attachment size can be up to 70 Meg.

Uploaded Attachments

File Name	Description	Size	Options
-----------	-------------	------	---------

No Attachments have been uploaded.

PLA LOOK-UP

PLAs are used to route JDRS website reports via email or Naval msg. All activities are required to have a PLA

Move PLA List to Report Close

Search and Select PLAs

The AIG's/PLA's/Office Codes retrieved from a saved distribution list and/or those searched and selected in the PLA search engine below will appear in the Selected PLAs field. When this list is complete, select the "Move PLA List to Report" button. Selecting the "Close" button will close this window without moving the PLA additions or changes to the report.

Selected PLAs

Retrieve PLA List Save PLA List Edit PLA Remove PLA

COMNAVAIRSYS COM PATUXENT RIVER MD

When all PLAs are Populated, Select the "Move PLA List to Report" to transfer your selection to your Report

Enter the PLA (without office codes) in the search field. It is not necessary to enter the entire PLA. You must enter at least 3 letters of the PLA, then select "Search". From the search results, click "Select" for AIG's to add them to the Selected PLA field. Click "Office Codes" for PLA's to review and select office codes associated with that PLA.
Note: AIG's are not available for search and selection in the message Info: line per Telecommunications Users Manual, NTP 3(J).

Search: Search

PLA:

Select Office Code

Type at least the first three alphanumeric characters representing a specific PLA in the "Search PLA"

Search returned 105 records

Search criteria: 'DCMA'

Pages: 1 2

PLA	Options
DCMA AIMO BETHPAGE NY	Office Codes
DCMA AIMO BIRMINGHAM AL	Office Codes
DCMA AIMO GREENVILLE SC	Office Codes

PLA LOOK-UP - SAVE PLA DISTRIBUTION LIST

Add PLA

Save Changes

Move PLA List to Report

Save PLA Distribution List

This tool allows you to save a PLA distribution list for your website unit using the list of AIGs, PLAs/office codes listed in the Selected PLAs field. When the name and unit information is entered below or the name of the distribution list to overwrite is selected, click the "Save Changes" button to save the list.

Selected PLAs
Retrieve PLA List Save PLA List Edit PLA Remove PLA

--

Save a new distribution list by entering a PLA Distribution List name below. If you are a member of multiple web site units, select the unit that will be able to view the list (PLA distribution lists are saved and viewed based on the web site unit). When complete, click the "Save Changes" button.

PLA Distribution List Name:

PLA Distribution List Unit:

To overwrite the contents of an existing PLA Distribution List with the AIGs and PLAs/office codes from the distribution list name from the dropdown list below and click the "Save Changes" button.

Existing PLA Distribution Lists:

If a PLA is added to each report a user can add that PLA to their own PLA listing

Type the name of the PLA Dispo List Name

Select the PLA Dispo List Unit you are wanting to save to your own PLA listing

REFERENCE TOOL

User can "Add", "Edit", "Delete" and "Move Ref Up or Down" depending on priority

Info Addresses by PLAs: (For CAT II PQDRs and AIDRs, PLA/Codes below used to identify email recipients only)
If applicable, address local supply activity holding subject material and Supporting Supply Department/DSP for DLR components.

Add PLAs

Edit PLA

Remove PLA

Reference:

REF/A/DOC/COMNAVAIRFORINST 4790.2A CH-10/15FEB2008//
REF/B/DOC/OPNAVININST 3750.6R/01MAR2001//

Add REF

Edit REF

Remove REF

Move REF Up

Move REF Down

AMPN/NARR:

REF A IS THE NAVAL AVIATION MAINTENANCE PROGRAM INSTRUCTIONS
REF B IS THE NAVAL AVIATION SAFETY PROGRAM INSTRUCTIONS

Mishap:

N/A

Software DR:

No

Ensure amplification and narrative has been included and in the same sequence as the references.

REFERENCE TOOL

Move Refs to Report

Select References

The Reference field below is specifically formatted for acceptable output in the website generated Defense Message. Enter or edit a reference in the Reference field, then move the reference to the Selected References field. Specific reference field guidance is provided in the link below. Typical reference examples are also provided. When all references are added/edited in the Selected References field, click the "Move Refs to Report" button. Explain all references in the Amplification/Narrative field of the report.

Note: Selecting "Close" or closing the browser window will lose all added or edited references in the Selected References field.

[Detailed Reference Instructions and Examples](#)

Selected References

Edit Ref Remove Ref Move Ref Up Move Ref Down

Reference:

Move to Selected Refs Field Clear

	Type	Title/Originator	Date/DTG
REF/	A		

References for Current Record:

Report Type	Date/DTG	Select as Next Reference
DEFICIENCY REPORT	261659Z FEB 08	Select
PRELIMINARY REPORT	262101Z FEB 08	Select
COMNAVAIRFORINST 4790.2 CH-1	01MAY2006	Select

User can add a New Ref or Select a Ref that is already in use

EMAIL RECIPIENT SELECTION TOOL

Potential Email Recipients:

-- Air Force Screening PT 1-Test --

-- Air Force Originating PT-Test --

Move to To: Line

Move to CC: Line

Users can Add, Move names to "To" and "CC" lines as well as "Remove" names. Email Recipient Selections will vary depending on the report type and the users' privileges

Highlight a name and then click the "move to" buttons

TO Line:

-- Air Force Originating PT-Test --

Originating PT, SSgt AirForce

Originating-PT, Cpl John

CC Line:

-- Air Force Supply-Test --

Shipper, AirForce

Move to CC >>

<< Move to To

Remove

Add --Other-- Recipients:

Users ST Lookup Retrieve Dist List Save Dist List

Write-In Emails:

Add to TO: Line Add to CC: Line

Continue Cancel

EXPORT RESULTS TOOL

	A	B	C	D	E	F	G	H	I	J
1	Open DRs	Exported	14-Mar-08							
2	UNIT	Pending	Import	CSI/CAI	I/API	RCN	NSN	SP Suspense Date	SP Suspense Days	ICN
3	DCMA Support PT 1-Test	Yes	No		No	n65923-78-0001	0000-0000000000	26-Mar-08	12	TSTMDR-TEST-0027-1
4	DCMA Support PT 1-Test	No	No		No	N65923-78-2935				
5	DCMA Support PT 1-Test	No	No	CAI	No	N00019-08-0700	N/A-011435736			TSTPQDR-TEST-0026
6	DCMA Support PT 1-Test	Yes	No		No	S3102A-08-0098				
7	DCMA Support PT 1-Test	No	No		No	Z20115-08-0022	UNK-002223333	4-Apr-08	21	
8	DCMA Support PT 1-Test	Yes	No	CSI	No	N00019-08-0601	H226-013146657	18-Mar-08	4	
9	DCMA Support PT 1-Test	No	No		No	N00306-08-0112	2540-001112222	6-Apr-08	23	
10	DCMA Support PT 1-Test	Yes	No		No	N00306-08-0223	1115-001112222	26-Mar-08	12	
11	DCMA Support PT 1-Test	Yes	No		No	FA8681-08-0007	UNK-N/A	21-Apr-08	37	TSTPQDR-TEST-0029
12	DCMA Support PT 1-Test	Yes	No		No	S3102A-08-1234	UNK-015263562	13-Mar-08	0	
13	DCMA Support PT 1-Test	Yes	No		No	S3102A-08-4434	1005-335532225			TSTPQDR-TEST-0024
14	DCMA Support PT 1-Test	No	No		No	N09618-08-0564	1020-001112222	12-Mar-08	-2	

Export capability from the Open DRs page, Search Tool, and Mgmt Reporting Tools.

Customize Tool provides a means to add/remove many fields prior to exporting data.



Joint Deficiency Reporting System

THE OPEN DRs PAGE & CUSTOMIZE DISPLAY TOOL



Joint Deficiency Reporting System

The Open DRs Page & Customize Display Tool:

- **Open DRs Provides a visual listing of all Open DRs assigned to you to include those closed within the last 30 days**
- **DRs highlighted RED and having a Pencil Icon are records requiring action from your Unit**
 - Submit the Drafted DR
 - Support Point Acknowledge (Accept or Reject)
 - Draft a Prelim, Final, Interim or Closing
 - Support Point Actions Tool
 - Receive the Exhibit
 - Complete the Material Disposition Execution
- **Many Fields are available to add to your Open DRs Page via the Customize Display Tool (Suspense Dates, NIIN, Part #, TATs, and**
- **Open DRs data can be exported to an Excel Spreadsheet**

OPEN DRs PAGE

Click on the "Customize Display" button to open the Tool.

Info from the Open DRs page can be Exported to an Excel spreadsheet by Click the "Export Results" button

Customize Display




Print Version

Export Results

Open DRs

Process Timelines: [EI](#) / [PQDR](#) / [MDR](#) / [AIDR](#)

DR Type:	Units:	Last Step:	Open/Closed:	TMS/MDS:	Service:
All DRs AIDR EI	Customer Service Team - CP Customer Service Team Testing 4 DCMA Support PT 1-Test	Any Completed Step DR Submission Reclassify	Show All DRs Show Open DRs Only Show Closed DRs Only	All TMS N/A A-10A	All Services Air Force Army
Retrieve Display Prefs: <input type="text" value="Session Default"/>		<input type="button" value="-- go --"/>			

	RCN	NSN	SP Suspense Date	SP Suspense Days	ICN	Nomenclature	Report Type	Days Open	Screening Pt POC
DCMA Support PT 1-Test									
	<u>n65923-78-0001</u>	0000-000000000	26-MAR-08	12	<u>TSTMDR-TEST-0027-08S</u>	3 Wood	CAT I MDR	22	Screening-I, AirForce A
	<u>N65923-78-2935</u>					Test Mishap Dr	CAT I MDR	14	
	<u>N00019-08-0700</u>	N/A-011435736			<u>TSTPQDR-TEST-0025-08M</u>	Usaf Nomenclature	CAT I PQDR	0	Screening-I, AirForce A
	<u>S3102A-08-009B</u>					Test	CAT I PQDR		
	<u>Z20115-08-0022</u>	UNK-002223333	04-APR-08	21		Test	CAT II PQDR	24	Screening-Point, Coast-Guar

If Action is Pending for your activity, the RCN will be in RED & a Pencil ICON will be visible

Additional Fields can be selected via the "Customize Display" Tool for you to see on your Open DRs Page.

CUSTOMIZE DISPLAY TOOL

MyHome Page:

Change your Session or Login Default Setting: Open DRs, DR Stats, or Deployed User

Service:

All Services
Air Force
Army

DR Type:

All DRs
AIDR
EI

Units:

CG Screening PT-Test
Clearing House
DCMA Support PT 1-Test

Last Step:

Any Completed Step
DR Submission
Reclassify

Open/Closed:

Show All DRs
Show Open DRs Only
Show Closed DRs Only

TMS/MDS:

All TMS
N/A
A-10A

Font:

12 pt
10 pt
8 pt

Many Fields are available when Customizing your Open DRs Page

Available Data Field Columns:

PMO Decision
Prelim Disposition
Exam Plan Submitted
Exam Plan Approval
Exhibit Shipped
Tracer Request
Tracer Response
Exhibit Receipt
Interim
Closing
HMR Response
Matl Disp Request
Matl Disp Execution
Record Closed
Investigating CTR
CTR Suspense Date
SP Investigator
SP Suspense Date
CTR Suspense Days
SP Suspense Days

Display fields columns in this order:

(* cannot be moved or removed)

* RCN

ICN
Nomenclature
Report Type
Days Open
Screening Pt POC
Last Step
Last Step Date
SP Suspense Date
SP Suspense Days
NSN

Add >>

<< Remove

Highlight what fields you want moved so they are Displayed on your Open DRs page

Change the order in which your screen display's your selected fields. Highlight and move up = left of screen & move down = right of screen

Move Up

Move Down

Sort



Joint Deficiency Reporting System

SUBMIT A DEFICIENCY REPORT



Joint Deficiency Reporting System

Submitting a Deficiency Report (DR):

- DCMA will select the Service responsible when submitting the DR
- Depending on the Service, the DR Submission form may have different fields within the report
- PLA's: why they are used and what their purpose is
- The DCMA must adhere to each Service's Reporting Criteria. This is done by using Service Publication, Technical Order (T/O), etc.. for submission guidelines
- Note: Army CAT I PQDRs are an Engineering Report, NOT a Quality Report. Army CAT II PQDRs are Quality Reports

INITIATE A DEFICIENCY REPORT

Initiate DR is located under the Toolkit Menu

Click the "Initiate DR" link to open the DR Submission form

myHome **TOOLKIT** ADMINISTRATION DOCUMENTATION HELP

DR Stats Open DRs Search DRs **Initiate DR** Tech Dialog Import DR ST POCs Mgmt Tools Ordnance DRs

Customize Display Print Version Export Results

Open DRs

Process Timelines: [EI](#) / [PQDR](#) / [MDR](#) / [AIDR](#)

DR Type:	Units:	Last Step:	Open/Closed:	TMS/MDS:	Service:
All DRs AIDR EI	Air Force Screening PT 1-Test Clearing House DCMA Support PT 1-Test	Any Completed Step DR Submission Reclassify	Show All DRs Show Open DRs Only Show Closed DRs Only	All TMS N/A A-10A	All Services Air Force Army
Retrieve Display Prefs: Login: JDRS		-- go --			

	RCN	ICN	Nomenclature	Report Type	Days Open	Screening Pt POC	Last Step	Las Dat
DCMA Support PT 1-Test								
	n65923-78-0001	TSTMDR-TEST-0027-08S	3 Wood	CAT I MDR	18	Screening-I, AirForce A	Exhibit Receipt	06-M
	N65923-78-2935		Test Mishap Dr	CAT I MDR	10		MDR Submitted	29-F
	N00019-08-0700	TSTPQDR-TEST-0025-08M	Usaf Nomenclature	CAT I PQDR	0	Screening-I, AirForce A	PQDR Record Closed	04-M
	N00019-08-0500	TSTPQDR-TEST-0008-08M	Mh-60s Class A Mishap Component / Tail Rotor Servo Assy	CAT II PQDR	21	Joe Marine	Material Disposition Submitted	25-F
	Z20115-08-0022		Test	CAT II PQDR	20	Screening-Point, Coast-Guard A	Preliminary Disposition Submitted	19-F
	N00306-08-0112		Scrn Pt Test	CAT II PQDR	18	Screening-Point, Army	Preliminary Disposition Submitted	21-F

INITIATE DR SERVICE SELECTION PAGE

This is the First page of the DR Submission, you will select which Service you are writing the DR for

Service

Select the Service you will be acting on behalf of:

- Air Force
- Army
- Coast Guard
- Navy/Marines

Select the Service Responsible for the Material

The Next Slide shows each Service's selection page

SERVICE DR SELECTION PAGE

* Community

* Report type (please select one)

- PQDR Category I
- PQDR Category II
- MDR Category I
- MDR Category II
- AIDR
- SDR
- TDR
- SWDR

Initiate DR Cancel

AIR FORCE DR SELECTION

* Community

* Report type (please select one)

- PQDR Category I
- PQDR Category II

Initiate DR Cancel

ARMY DR

* Community

* Report type (please select one)

- EI, HMR, HMR/EI
- PQDR Category I
- PQDR Category II
- AIDR
- CODR, EER
- SDR
- TDR

Initiate DR Cancel

NAVAIR DR SELECTION

* Community

* Report type (please select one)

- PQDR Category I
- PQDR Category II
- AIDR
- CODR, EER
- EI, HMR, HMR/EI
- SDR
- TDR

Initiate DR Cancel

CG DR SELECTION

Select the Appropriate Report Type

DCMA will ONLY initiate PQDRs and AIDRs

Select the community



DR REPORT REQUEST PAGE



myHome > TOOLKIT > ADMINISTRATION > DOCUMENTATION > HELP

Complete the Report Fields. All are Mandatory. Use N/A or UNK as appropriate.

Copy/Paste

Deficiency Report Request (Navy/Marines)

Please complete the form below to initiate an official JDRS Deficiency Report in accordance with your service specific operational instructions. Each DR Type can be used to report material deficiencies associated with the operation of equipment, systems, subsystems, and/or special tools.

Refer to Copy/Paste Handbook for help with this feature

NOTE:

All fields are mandatory unless specifically annotated. If a field is not applicable or unknown, input N/A or UNK as applicable. Please make every attempt to enter the required data in these fields. Failure to provide this information may result in delays in the evaluation of the DR.

Submitting Unit: Precedence:

From:

(PLA and Office Code of the DR submitter.)

To: (For CAT II PQDRs and AIDRs, PLA/Codes below used to identify email recipients only)

CANNOT TYPE or EDIT this Field

ST Lookup

The ST Lookup Tool is used to select the Screening Point

Click to open the tool

AIG 423

Why PLAs are used: All activities have a Plain Language Address (PLA). JDRS uses PLAs to route and send all website correspondence.

Add PLAs Edit PLA Remove PLA

Subject: (Category II PQDRs and AIDRs will not send Defense Messages)

Platform-TMS/MDS:

Nomenclature-Model/Part No:

Category:

Report Type:

CAT II

PQDR

Shows you are initiating a CAT II PQDR

Info Addresses by PLAs: (For CAT II PQDRs and AIDRs, PLA/Codes below used to identify email recipients only)

If applicable, address local supply activity holding subject material and Supporting Supply Department/DSP for DLR components.

ST LOOKUP TOOL

ST Lookup

This tool identifies the applicable Engineering and Quality Support Team points of contact that are responsible for a major system component or assembly. Each level identifies ST POCs for DR report submissions. The ST POCs are found by either searching by the component's assembly part/model number or by scrolling through an equipment category breakdown listing.

Equipment Categories:

Since all part/model number information may not be available in the database, the proper ST POC may be determined by scrolling through an equipment category tree. Scroll through and find the major equipment headings applicable to the particular component. Click on "Lower Level" and scroll through and find the applicable equipment sub-category. Continue clicking "Lower Level" of the equipment tree until only "Select" is available. This will ensure the DR will be sent directly to the appropriate ST POC.

Part/Model Nr. Search:

To find an applicable ST POC, enter the part number or model number of the component. Enter the assembly or end item part/model number of the component if it is a smaller part of a much larger assembly. Portions of the part/model number may be entered for the search and all records with that combination of numbers will be returned. Enter general forms of the part/model number. If the part/model number is too specific, the search may not retrieve any records. For instance, if the search for 123456-7 does not return any records, try to search on 123456. If that does not return any records, search on 12345. Keep reducing the string of numbers until you retrieve a record. If you still do not retrieve the number you are looking for, then do a search through the Equipment Category.

If you are unable to find the part you are looking for, select the most likely ST and the Clearing House Representative will determine the correct ST.

Component Assy Part/Model Nr:

POC Last Name:

POC First Name:

If Help is needed on selecting the correct POC call the Clearinghouse for assistance

[| Equipment Hierarchy](#)

Aircraft T/M/S	
A-4 - Attack Aircraft	Lower Level POCs Select
AV-8	Lower Level POCs Select
C-12 (Navy-Marines Only) - Passenger/Cargo Transport	Lower Level POCs Select
C-130	Lower Level POCs Select
C-20 (All Types) - Executive Transport	Lower Level POCs Select
C-26 - Passenger/Cargo Transport	POCs Select
C-40 - Passenger/Cargo Transport	Lower Level POCs Select

Click on "Select" which corresponds to the correct Screener.

Click "POCs" to view the unit Points of Contact

Click "Lower Level" for Top Level refinement

DR REPORT REQUEST PAGE

22H. Recommendations

22I. Fleet Representative

22J. Aircraft TMS/MDS

Aircraft Model

Bureau/Tail Number

22K. Engine TMS

Engine Model

Serial Number

Time

Time

Time

22L. If TFOA/DO If applicable, check here and complete section 22L.

Related Links: [NAVICP](#)

Save without Submitting

Save & Continue

Validate DR

Cancel/Return

You must Validate the DR before you can continue.

You cannot Save without an RCN.

Click the "Save & Continue" button when you are ready to complete the submission process

Note: this action will open the email preview screen

Copy/Paste

DR EMAIL PREVIEW

Print Version

DR Email Preview

This DR will be sent to the Screening Point via email. The email header information is provided below. The DR print version will be appended to this information. Please click [HERE](#) to review the DR print version and ensure the data entered is correct and complete. If changes are required, select "Cancel" and return to the report for changes. If the data is acceptable for transmittal, select "Submit", the approved DR will be posted to the web site and the email will be transmitted.

TO: Navy A Screening-I <namdrp@navy.mil>, Navy D Screening-I <namdrp@navy.mil>

Review your Email, and if Satisfied, Click on the "Submit" button to send your DR to the Screener for Acknowledgement

**This action will Return you to the DR Summary Page indicating the DR Submission by Unit, the Milestone Date, and the Screening Point
Pending Action**

Don't worry if you send this to the wrong Screener, they have the ability to Forward the DR to the correct Screener without correcting the Submitted DR

Submit

Cancel

Print Version

DR SUMMARY PAGE

PQDR Summary

Category: **CAT II**

RCN: **N65923-78-2936**

Nomenclature: **INDICATOR, HORIZONTAL SITUATION**

[Exhibit Item Should be CSI / CAI ?](#)

Status Code: **Open - Investigation In Work**

Status	Milestone Date	
PQDR Initiated by Navy EST-Test DCMA	10-MAR-2008	DR
PQDR Submitted to Navy Screening PT 1-Test DCM A	10-MAR-2008	
Pending Screening Pt Acknowledgement by Navy Screening PT 1-Test		

Exhibit Tracking [Load Tracer Data](#)

Status	Milestone Date
INDICATOR, HORIZONTAL SITUATION	
Exhibit Being Held by Navy Supply-Test	10-MAR-2008

Summary Page now displays your DCMA and Milestone Date
Your submitted DR can be viewed by Clicking the "DR" button

Misc Attached Messages/Documents

File Name	File Description	Size	Report	Attach/View Document
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There are no Upload Documents for this PQDR.

Technical Dialogs

Subject	Last Response	Messages	Tech Dialog
---------	---------------	----------	-------------

There are no Technical Dialogs for this PQDR.

Memo for the Record

Subject	Date Recorded	Memo Type
---------	---------------	-----------

There are no Memos for this PQDR.



Joint Deficiency Reporting System

DCMA SUPPORT POINT ACKNOWLEDGE TOOL



Joint Deficiency Reporting System

- **When assigned as the Support Point by the Action Point, the DCMA will receive an email notification of the JDRS Pending Support Point Acknowledgement.**
- **The DCMA's Open DRs Page will reflect the DR in RED Text, to include a Pencil Icon and having a Last Step Completed of Data Review Approve.**



Joint Deficiency Reporting System

Support Point Acknowledge Tool:

- **Tool used to “Acknowledge” or “Reject” a report when received at the Action Point**
- **The DCMA Support Approver or DRPM web site roles/privileges can complete the Support Point Acknowledge tool**
- **The Tool Defaults to the Acknowledge Radio Button**
- **Click the “Acknowledge Receipt” button to complete the acknowledgement process**
- **“Comments” field is auto-populated, but can be edited**
- **Email will be sent to Action Point that the DR was Acknowledged by Support Point**



Joint Deficiency Reporting System

Support Point Acknowledge Tool (cont):

- **Select the “Reject” button if the DR does not belong to your ac**
- **Comments field DOES NOT Auto-populate and becomes Mandat**
- **Acknowledge Receipt button changes to “Reject”**
- **Rejection returns the DR to the Action Point and Auto Workflow**
- **Data Review tool back to Open and Auto Populates the DCMA R**
Comments in the Data Review’s Action Details.
- **Click “Rejection” or “Cancel/Return**
- **Complete the Email Selection Page**

DR SUMMARY PAGE - SUPPORT POINT ACKNOWLEDGE

[Closing Report](#)
[Cancellation Request](#)
[Tech Dialog](#)
[Workflow](#)

PQDR Summary

Category: **CAT II**

RCN: **S3102A-08-123**

Screening Point POC: **Joe Screener**

Support Team: **CG EST-Test**

[Change POCs](#)

[Exhibit Item Should be CSI / CAI ?](#)

Nomenclature: **20115**

Screening Point: **CG Screening PT-Test**

PMO: **CG Program Office-Test**

Support Point Suspense Date: **09-MAR-2008**

Status Code: **Open - Investigation In Work**

Click on the "Acknowledge" button to open the Support Point Acknowledge tool

Status	Milestone Date	Action
PQDR Initiated by DCMA Support PT 1-Test (Support PT-I)	28-FEB-2008	DR
PQDR Submitted to CG Screening PT-Test Support Pt 1	28-FEB-2008	
Screening Pt Acknowledged by CG Screening PT-Test Joe Screener	29-FEB-2008	Acknowledge
Screening Pt Data Review Submitted by CG Screening PT-Test Joe Screener	06-MAR-2008	Data Review
Screening Pt Data Review Approved by CG Screening PT-Test Joe Screener	06-MAR-2008	
Pending Support Pt Acknowledgement by DCMA Support PT 1-Test DCMA	PENDING ACTION	Acknowledge

Exhibit Tracking

Status	Milestone Date
20115	
Exhibit Being Held by DCMA Northrop-Grumman St. Augustine FL Supply (DCMA	28-FEB-2008

Misc Attached Messages/Documents

SUPPORT POINT ACKNOWLEDGE RECEIPT PAGE

Support Point Acknowledge Receipt of PQDR

INSTRUCTIONS:

When acknowledging receipt, this tool will send an email notification to the Screening Point or Action Point identifying the DR has reached the proper Support Point. If rejecting the DR, select the appropriate radio button, enter the required comments, and the DR will be workflowed back to the Screening Point or Action Point for reassignment. A Support Point Control Number will be automatically generated after Acknowledge Receipt of this tool and will be provided via email notification.

Category: **CAT II**

RCN: **S3102A-08-1234**

Nomenclature: **20115**

PQDR Abstract: Dollar value of item does not constitute repair.

Default Setting

- Acknowledge Receipt of the **PQDR** - Evaluate to determine if an investigation will be conducted. (Comments will be forwarded via email)
- Reject - Return the **PQDR** back to the Screening/Action Point for reassignment. (Comments will be forwarded in email)

Default Setting Auto-Populates the "Comments:" field, which can be Edited.

* Comments:

The PQDR has been received by DCMA Support PT 1-Test and will be reviewed for processing. Please check the JDRS website for status information on this DR.

If Acknowledging Receipt, Verify/Complete fields below:

Select the Support Point POC assigned to evaluate this request/report.

* Support Point POC: **Joe DCMA** ▼

Select the Support Point POC:

Acknowledge Receipt | Cancel/Return

Click "Acknowledge Receipt" to Acknowledge the DR

SUPPORT POINT ACKNOWLEDGE RECEIPT - REJECTION

Support Point Acknowledge Receipt of PQDR

INSTRUCTIONS:

When acknowledging receipt, this tool will send an email notification to the Screening Point or Action Point identifying the DR has reached the proper Support Point. If rejecting the DR, select the appropriate radio button, enter the required comments, and the DR will be workflowed back to the Screening Point or Action Point for reassignment. A Support Point Control Number will be automatically generated after Acknowledge Receipt of this tool and will be provided via email notification.

Category: CAT II

RCN: S3102A-08-1234

Nomenclature: 20115

PQDR Abstract: Dollar value of item does not constitute repair.

- Acknowledge Receipt of the **PQDR** - Evaluate to determine if an investigation will be conducted.
(Comments will be forwarded via email)
- Reject** - Return the **PQDR** back to the Screening/Action Point for reassignment.
(Comments will be forwarded in email)

“Rejection Comments:” do not Auto-Populate. Type your reason for Rejecting the DR

These Comments are annotated on the Action Point’s Data Review

* Comments:

DR sent to the Wrong Support Point

If Acknowledging Receipt, Verify/Complete fields below:

Select the Support Point POC assigned to evaluate this request/report.

* Support Point POC:

Acknowledge Receipt button changes to “Reject” button

Reject

Cancel/Return

ACTION POINT DATA REVIEW - REJECTION COMMENTS

PQDR Data Review Tool

Action Details

Go to: [Background Details](#) | [Deficiency Details](#)

Rejection Comments:

Acknowledge Rejection Tisha A Galloway (06-MAR-2008)

Testing - When the DCMA Rejects acknowledging the report, the record will return to the submitting Action Point and this Comment will show up under the "Action Details" section.

* Please select a recipient from one of the following: (When Screening Point is the Action Point, please select the appropriate Support Point)

Forward PQDR to Inter-service Screening Point
(Air Force to Army, etc.)

When the Support Point "Rejects" the DR, the Action Points Data Review displays the Support Points Rejection Comments

Forward PQDR to Action Point
(DLA, ICP-P, etc. when Screener is not also Action Point)

Forward PQDR to Local Support Point
(Select Local Support Point)

Select LSP POC (if known)

Forward PQDR to Other Support Point
(DCMA, DLA, other Support Points)

Save without Submitting

Approve and Submit

Cancel/Return



- **When the DCMA Acknowledges the DR, an email is sent to the Action Point**
- **The DCMA's Support Point Actions Tool button is turned on and is located on the DR Summary Page**
- **When the DCMA Rejects the DR, an email is sent to the Action Point, notifying them of the rejection**
- **The Rejection workflows the DR back and re-opens the Action Point's Data Review. The DCMA rejection comments will be auto-populated in the Action Details of the Data Review**



Joint Deficiency Reporting System

DCMA's SUPPORT POINT ACTIONS TOOL



Joint Deficiency Reporting System

The DCMA's Support Point Actions Tool:

- **Tool provides the JDRS enrolled DCMA the ability to conduct specific support point functions via the Support Point Actions Tool**
 - Set support point/contractor suspense dates
 - Delegate to another DCMA
 - Select the support point investigator and contractor
 - Generate and attach correspondence to/from the contractor (e.g. Notice of Defect, Contractor Exhibit Request)
- **The Support Point Actions Tool is accessible via the DR Summary after the Support Point Acknowledge has been completed**
- **The Support Point DRPM can Delegate a Support Point and the DCMA and Investigator can complete the Support Point Actions Tool**

SUPPORT POINT ACTIONS TOOL: DR SUMMARY PAGE

PQDR Summary

Category: **CAT II**

RCN: **S3102A-08-1234**

Screening Point POC: **Support Pt 1**

Support Team: **CG EST-Test**

Support Point POC: **DCMA I Support PT-I**

Support Point Control Number: **S3102A2008J0017**

[Change POCs](#)

[Exhibit Item Should be CSI / CAI ?](#)

Enclosure: **20115**

Screening Point: **CG Screening PT-Test**

PMO: **CG Program Office-Test**

Support Point Suspense Date: **13-MAR-2008**

Status Code: **Open - Inv**

Click on the "Support Point Actions" button to open the Support Point Actions Tool

Support Point Actions Tool is available after Support Point Acknowledge

Status	Milestone Date	
PQDR Initiated by DCMA Support PT 1-Test (Support PT-I)	28-FEB-2008	Support Pt 1
PQDR Submitted to CG Screening PT-Test	28-FEB-2008	Support Pt 1
Screening Pt Acknowledged by CG Screening PT-Test	29-FEB-2008	Support Pt 1 Acknowledge
Screening Pt Data Review Submitted by CG Screening PT-Test	16-MAR-2008	Support Pt 1 Data Review
Screening Pt Data Review Approved by CG Screening PT-Test	MAR-2008	Support Pt 1 Joe
Support Pt Acknowledged by DCMA Support PT 1-Test	10-MAR-2008	Support Pt 1 Acknowledge
Pending Preliminary Disposition by DCMA Support PT 1-Test	PENDING ACTION	Preliminary Disposition

Exhibit Tracking

Status	Milestone Date
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SUPPORT POINT ACTIONS TOOL

Interim Report | Closing Report | Cancellation Request | Tech Dialog | Workflow | **Support Point Actions**

PQDR Summary

Category: CAT II

RCN: S3102A-08-4434

Investigation Control Nr: TSTPQDR-TEST-0024-08S

Nomenclature: Propeller wing

Support Point Actions

Category II PQDR

RCN: S3102A-08-4434

Exhibit NSN: 1005-33-553-2225

Part number: 258393J2

Under Warranty: Yes

Support Point: DCMA Support PT 1-Test

Support Point Control Number: S3102A2008J0009

Nomenclature: Propeller wing

Exhibit Status: Available

Support Point POC:

Support Point
Suspense Date:

6 | Apr | 2008

Contractor
Suspense Date:

6 | Apr | 2008

Save | Cancel/Return

SP Suspense Date is Auto-Populated with the Current Date upon tool activation. Contractor Suspense Date is Blank until manually inputted.

Save any changes you made with the dates

SP Suspense Date & Contractor Suspense Date can also be Edited

SUPPORT POINT ACTIONS TOOL - DELEGATION

Delegation

Delegate to: DCMA Aircraft Propulsion TESTCO MA

Comments: (Edit text as required. DR data shall be appended to outgoing email.)

Subject: Letter of Delegation for Deficiency Report Investigation Support

Deficiency Report RCN: S3102A-08-4434, was received by DCMA Support PT 1-Test and is currently under investigation.

DCMA Support PT 1-Test has assigned control number S3102A2008J0009 to this case. Information received indicates that the material cited in the subject report was manufactured and/or shipped from:

NAS Test Base
San Diego CA

DLAR 4155.24 requires that DCMA Aircraft Propulsion Ops TESTCOMA conduct an investigation to determine root cause and corrective action. The prime contractor, NAS Test Base, is participating in this investigation. You are requested to:

- Monitor the prime contractors investigative actions.
- As applicable to the sub-contractor level,

DCMA AIMO - 01
DCMA AIMO - 02
DCMA Aircraft Propulsion Ops TESTCO MA
DCMA Aircraft Propulsion Ops TESTCO OH
DCMA Aircraft Propulsion Ops TESTCO PA
DCMA Aircraft Propulsion Ops TESTCO NC
DCMA Aircraft Propulsion Ops TESTCO GA
DCMA Americas - 01
DCMA Americas - 02
DCMA Test Town

Select the SP in which you're Delegating the DR

The Auto-populated Comments field can be Edited

Delegate

SP Actions Tool Handbook can provide further assistance

SUPPORT POINT ACTIONS TOOL - INVESTIGATOR/CONTRACTOR SECTION

Investigator / Contractor Selection

* Investigator: DCMA D Support Point-I

* Contractor: Mil Spec Inc

Contractor POC: Spec,Joe

Email: Specj@milspec.com
Telephone:

Contractor Address:

Mil Spec Inc
123 Main St
Palookaville, NJ 08023

Add/Edit My Contractors

When the "Investigator" & "Contractor" have been selected a Contractor POC and Address will be auto-populated.

Click "Add/Edit My Contractors" to update the Contractor and POC Info.

SUPPORT POINT ACTIONS TOOL - CONTRACTOR FORM & EDIT

Add/Edit My Contractors

[Show Contractor Form](#)
[Show Contractor POC Form](#)

Mil Spec Inc	123 Main St	Edit	Add POC
	Palookaville, NJ 08023		
Spec, Inc	Speci@milspec.com	Edit	

Add/Edit My Contractors

[Hide Form](#)
[Add New Contractor](#)

Contractor Information

***Contractor Name:**

Address:

City:

State:

ZIP:

Comments:

Update information as necessary.

Click the "Update" button and then Close

SUPPORT POINT ACTIONS TOOL - CONTRACTOR POC FORM & EDIT

Close

Add/Edit My Contractors

[Show Contractor Form](#)

[Show Contractor POC Form](#)

Mil Spec Inc	123 Main St Palookaville, NJ 08023	Edit	Add POC
Spec, Joe	Specj@milspec.com	Edit	

Close

Add/Edit My Contractors

[Hide Form](#)

Contractor Information - Mil Spec Inc

*Last Name:

*First Name:

Middle Initial:

*Email:

Telephone:

Comments:

[Update](#)

Update information as necessary.
Click the "Update" button and then Close

SUPPORT POINT ACTIONS TOLL- NOTIFICATIONS TO CONTRACTOR

Investigator and Contractor must be Selected before you can Generate a Contractor Notification



Investigator and Contractor are required fields to generate Contractor Notification. Please select an Investigator and Contractor to continue.

OK

Select the Warranty and Exhibit Status using the List of Values

[Generate Contractor Notification](#)

Based on:

Warranty

Exhibit

Info Only
No Warranty
Under Warranty

Available, Requested
Available, Not Requested
Available, Requested
Not Available

Correspondence

Title	Corresp. Date	Submitting POC	Submit Date
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To Generate a Contractor Notification, Click on the "Generate Contractor Notification" Select appropriate "Warranty" & "Exhibit" selections

Notifications From Contractor

File Name

Size

Date

Attach/View Document

SUPPORT POINT ACTIONS TOOL - CONTRACTOR NOTIFICATION

Contractor Notification

Contractor Exhibit Request

* Correspondence Title:

Notification of Defect

Append Contractor Exhibit Request:



Defense Contract Management Agency
DCMA Support PT 1-Test
12345 Drippum Lane
Attn: Drippum Man

**Check to Append
the Contractor
Exhibit Request
to the Contractor
Notification**

* In Reply Refer To: EXHIBIT MGMT

March 11, 2008

* Correspondence Body:

Joe Spec
Mil Spec Inc
123 Main St
Palookaville, NJ 08023

Dear Joe Spec,

In accordance with the provisions of Contract N/A, the enclosed deficiency report number identified as RCN FA8681-08-0007, further identified as Action Point Number TSTPQDR-TEST-0029-088 constitutes a breach of warranty. DCMA Support PT 1-Test requests that an investigation be conducted and corrective action taken as appropriate. Please reference DCMA number S3102A2008J0016 on all warranty claim correspondence. Provide your position regarding repair/replacement and a monthly status until warranty claim closeout. The DCMA investigator for this report is DCMA I Support PT-I who may be reached at None.

If exhibit is/is not required to conduct the investigation, provide written notification to the undersigned using the enclosed form by March 18, 2008. Immediately notify the undersigned upon receipt of the exhibit. The exhibit package shall be opened in the presence of the government representative so that a coordinated investigation can be initiated.

**Information can
be Edited. To
Request and
Exhibit by the
Contractor, Click
"Contractor
Exhibit Request"**

SUPPORT POINT ACTIONS TOOL- EXHIBIT REQUEST

Contractor Exhibit Request

Save

Cancel/Return

Print Version

CONTRACTOR REQUEST FOR WARRANTY CLAIM EXHIBIT

FOR:

Joe Shipmate EXHIBIT MGMT
Defense Contract Management Agency
DCMA Support PT 1-Test
12345 Drippum Lane
Attn: Drippum Man
Mars, PA 28876

**Contractor Exhibit Request is
editable!**

2. DCMA Control Number: S3102A2008J0016

3. Number of Requested Exhibits: _____

4. Please send requested Exhibit To: (Contractor Name and Address)

Mil Spec Inc
123 Main St
Palookaville, NJ 08023
ATTN: Joe Spec

5. Preferred Carrier and account number (Optional): _____

6. As an authorized official of the above named contractor, I hereby request the exhibit be returned for evaluation and study to determine the validity and responsibility of the deficiency cited in the deficiency report. Government property will be protected and controlled in accordance with FAR Part 45.

As an authorized official of the above named contractor, I hereby agree to the following cost allocation for exhibit transportation and evaluation:



- * The exhibit(s) are to be shipped prepaid by the Government.
- * The examination will be conducted at no cost to the Government.
- * Transportation cost to ship the exhibit(s) back to the Government will normally be the contractor's expense, unless negotiated by the ACO or PCO.

NAME AND POSITION

SIGNATURE DATE

SUPPORT POINT ACTIONS TOOL - NOTIFICATION OF DEFECT EMAIL

Subject: Simulated: Notification of Defect RCN: S3102A-08-1234

Attachments:  Suppt_Actions_0.851691062463_CN.pdf (4 KB);  Suppt_Actions_Exhibit_0.551295378019_ER.rtf (6 KB)

***** THIS EMAIL IS A RESULT OF TESTING IN THE JDRS WEBSITE TEST ENVIRONMENT PLEASE DISREGARD AND DELETE. *****

TO: Write-In < >, Write-In <Spec>, Write-In <Joe>

CC: DCMA I Support PT-I < >, < > < >

Please review the attached contractor notification for the subject Deficiency email for reference.

Deficiency Report Data:

**Example: Email
Notification Sent To
Contractor**

**Contractor Exhibit Request
Letters in PDF & a Word
Document if the "Append
Contractor Exhibit Request"
box is selected on the
Notification**

**The Contractor can sign the
Request Letter and email it
back to the DCMA.**

PQDR Data Edit Tool

Category: CAT II

RCN: S3102A-08-1234 PQDR Submitted: 28-FEB-2008

Nomenclature (PQDR): 20115 Subject: HH-60J

Originator's Unit: DCMA Support PT 1-Test, S3102A

Screening Point: CG Screening PT-Test, Z70098 Originator: DCMA I Support PT-I

Supply Unit to Ship Exhibit: DCMA Test Company X St. Augustine FL Supply, XXXXXXX

Exhibit Available: Yes DRUI: 67373

Background Details Go to: Deficiency Details | Data Edit History

DR Classification:

Routine

From: DCMA I Support PT-I, DCMA Support PT 1-Test, S3102A

SUPPORT POINT ACTIONS TOOL - COMPLETED NOTIFICATION

Notifications to Contractor

[Generate Contractor Notification](#)

Based on:

Warranty

Under Warranty

Exhibit

Available, Requested

Correspondence

Title	Corresp. Date	Submitting POC	Submit Date		
Notification of Defect	07-Mar-2008	Joe Submitter	07-Mar-2008	View Email	View Exhibit Request

Click on the “[Notification of Defect](#)” to update/change the Notification of Defect or just resend it.

Click on “[View Email](#)” or “[View Exhibit Request](#)” to view the Notification of Defect email or Exhibit Request.

A print version is available.



Joint Deficiency Reporting System

- **The Support Point Actions Tool allows the DCMA to Delegate and Re-Delegate**
- **The DCMA Can Append the Exhibit Request letter to the Notification of Defect**
- **When the DCMA Receives the Exhibit Request letter from their Contractor, the DCMA can then Draft the Preliminary Disposition Report and forward to the Action Point for Approval.**
- **The Preliminary Disposition Report provides an email selection tool for the DCMA to use when forwarding the Report to the Action Point.**
- **Non-JDRS Write in feature is available**



Joint Deficiency Reporting System

DRAFTING THE PRELIMINARY DISPOSITION REPORT (Shipping Instructions)



Joint Deficiency Reporting System

Drafting the Preliminary Disposition Report: (Shipping Instructions)

- User will have Six Radio Buttons are available for selection**
- Each Service has a Selected “Default” radio button**
- DCMA Representatives with all Roles (except Unit Administrator) “Draft” a Preliminary Disposition Report. Action Point will “Approve” the Prelim. Dispo. Report**

DR SUMMARY PAGE - PRELIMINARY DISPOSITION REPORT

PQDR Summary

Category: **CAT II**

RCN: **S3102A-08-1234**

Screening Point POC: **Support Pt 1**

Support Team: **CG EST-Test**

Support Point POC: **DCMA I Support PT-I**

Support Point Control Number: **S3102A2008J0017**

[Change POCs](#)

[Exhibit Item Should be CSI / CAI ?](#)

Nomenclature: **20115**

Screening Point: **CG Screening PT-Test**

PMO: **CG Program Office-Test**

Support Point Suspense Date: **13-MAR-2008**

Status Code: **Open - Investigation In Work**

Click on the "Preliminary Disposition" button to open the Preliminary Disposition Report

Status	Milestone Date	Action
PQDR Initiated by DCMA Support PT 1-Test (Support PT-I)	28-FEB-2008	DR
PQDR Submitted to CG Screening PT-Test Support Pt 1	28-FEB-2008	
Screening Pt Acknowledged by CG Screening PT-Test Screening Pt 1	29-FEB-2008	Acknowledge
Screening Pt Data Review Submitted by CG Screening PT-Test Screening Pt 1	06-MAR-2008	Data Review
Screening Pt Data Review Approved by CG Screening PT-Test Joe	MAR-2008	
Support Pt Acknowledged by DCMA Support PT 1-Test Support Pt 1	10-MAR-2008	Acknowledge
Pending Preliminary Disposition by DCMA Support PT 1-Test	PENDING ACTION	Preliminary Disposition

Exhibit Tracking

Status	Milestone Date
--------	----------------

PRELIMINARY DISPOSITION REPORT - UPPER MIDDLE

* Select the applicable Exhibit status:

- Exhibit is not required.
- Originator has reported the exhibit is unavailable for investigation.
- Investigation will be conducted on-site. Exhibit shipping is not required.

Used when the shipper is not enrolled in the JDRS Website (Example: FMS) Exhibit Receipt and Disposition Remain "ON" - Shipment Details turns "OFF"

NOTE: Auto-Populates the Shipping Activity with "Non-JDRS Activity"

- Exhibit is required for investigation and will be shipped by an activity not enrolled in the JDRS website.

All shipping arrangements will be made by the activity not enrolled in JDRS -- to include shipping costs. This action will turn off the shipment side of the shipping tool and turn on the exhibit receipt tool for Customer Service to document the receipt upon delivery. The Supply Unit responsible for the exhibit shipment will be auto populated with "Non-JDRS Activity".

- Exhibit is required for investigation and will be transported by means other than express premium shipping.
"CONSPICUOUSLY MARK AS PQDR EXHIBIT".

- Exhibit is required for investigation, ship exhibit via fastest traceable means to address provided below utilizing Commercial Express Shipment (i.e. FedEx) whenever possible. For repairables (DLRs), ensure turn-in of exhibit in a condition code "L", via supply holding point, in support of aviation depot level repairable program, to receive proper credit. Use document ID "BOD" on DD Form 1348-1.

ONLY VISIBLE TO NAVAIR
-- Default for NAVAIR.
Turns on the Premium Shipping - FedEx API tool, Turns on the Exhibit Receipt and Material Disposition Tools.

Default for Air Force, Army & Coast Guard.
Turns on the document only method of how the exhibit was shipped, Turns on the Exhibit Receipt and Material Disposition Tools.

PRELIMINARY DISPOSITION REPORT- LOWER MIDDLE

* Supply Unit responsible for exhibit shipment:

Exhibit Not Required
Exhibit Not Required
Non-JDRS Activity
CG Supply-Test, Z20140

*Quantity of Exhibits Requested:

1

The Customer Service / Exhibit Receiving Activity responsible for receiving/inducting the exhibit. If exhibit is to be shipped to a Non-JDRS Unit (i.e. contractor), the Action Point shall select Customer Service Team -- Contractor, which will provide the means for either the Clearinghouse, as acting CST Contractor or the Action Point the means to acknowledge receipt via the website and ensure exhibit transaction Item reporting (TIR'ing) if required.

* Customer Service / Exhibit Receiving Activity:

DCMA Support PT 1-Test

(Overwrite address of Customer Service / Exhibit Receiving Activity if shipping to another destination.)

Company 1: DCMA Support PT 1-Test

Company 2: DCMA Support PT 1-Test

Address: 12345 Drippum Lane

Attn: Drippum Man

City: Mars

State: PA ZIP: 28876

Country: U.S.A.

Phone: (311) 551-0098

**Radio Buttons 1-3
Exhibit Not
Required.**
**Radio Button 4
Non-JDRS Activity**
**Radio Button 5 & 6,
select the Unit
responsible for
shipping the exhibit**

**Radio Buttons 1-3,
No Shipping
Required**
**Radio Buttons 4, 5
& 6, select the
Unit responsible
for receiving the
exhibit**

If shipping is required:
CONSPICUOUSLY MARK AS A "PQDR EXHIBIT"

Additional instructions:

**Type any
Additional
Instructions, as
appropriate.**

**Fields Auto-
Populate based on
the Units Profile.
These fields are
editable.**



Joint Deficiency Reporting System

- **The Action Point will release the Preliminary Disposition Report, directing the Supply/shipping activity to ship the exhibit to the Material Receiving Unit as identified on the report.**
- **If the DCMA has been selected as the recipient, the DCMA will receive the exhibit on the JDRS website via the Exhibit Receipt tool.**
- **Completing the Exhibit Receipt tool sends an email notification to the Action Point, DR Originator, and Supply/Shipping activity, the exhibit has arrived at the investigation site.**
- **This action replaces the need to send an exhibit receipt letter.**



Joint Deficiency Reporting System

COMPLETING THE EXHIBIT RECEIPT TOOL



Joint Deficiency Reporting System

Support Point Exhibit Receipt Tool:

- **This tool ensures Carcass Tracking (CAVII or CAMMS) Transaction Reporting (TIR) has been completed for all Depot Level Repairable assets before completing the exhibit receipt**
- **A DCMA Rep with DRPM or Investigator privileges can receive the receipt for material shipped to their unit**
- **When the Preliminary Disposition Report is Approved, the DCMA will have a “Pending Shipping Receipt by DCMA”**

EXHIBIT RECEIPT TOOL

Click on the Summary Page "Receive Exhibit" button to open the Exhibit Receipt tool

Exhibit Tracking

Status	Milestone Date	
Propeller wing		
Exhibit Being Held by Non-JDRS Activity (_____)	03-MAR-2008	
Request Shipment by Air Force Screening PT 1-Test (_____)	04-MAR-2008	Request Exhibit
Exhibit Shipped by Air Force Screening PT 1-Test (_____)	04-MAR-2008	Shipment Details
Pending Shipping Receipt by DCMA Support PT 1-Test	PENDING ACTION	Receive Exhibit

Exhibit Receipt

Category: CAT II

RCN: S3102A-08-4434

Investigation Control Nr: TSTPQDR-TEST-0024-08S

Nomenclature: Propeller wing

Support Pt Control Nr: S3102A2008J0009

Shipper: Non-JDRS Activity

Sender Information (From:)	Recipient Information (To:)
DODAAC: S3102A * Name: TAG * Company: Non-JDRS Activity * Address1: C street Address2: * City: CP * State: NC * ZIP: 28533 * Country: U.S.A. * Phone: 2524645274	DODAAC: S3102A * Name: EMG * Company: DCMA Support PT 1-Test * Address1: 12345 Drippum Lane Address2: Attn: Drippum Man * City: Mars * State: PA * ZIP: 28876 * Country: U.S.A. * Phone: (311) 551-0098

Information is auto-populated from shipping activities "Shipping Details" tool

Ship Date: 3 Mar 2008

Exhibit Received by: DCMA Support PT 1-Test

Total Packages in Shipment: 1 Courier: FEDEX Other Courier:

Enter the courier in the space provided when "Other" is selected

EXHIBIT RECEIPT TOOL - PACKAGE INFORMATION

Use the checkbox next to each tracking number to identify which items are in custody. You may acknowledge receipt after all items are accounted for.

* TCN:

test

TAC:

test

* Turn In Doc. No:

F4423523990038

Package Number: 1	
Quantity:	1
Tracking Number	123456789
Exhibit Status	Received <input checked="" type="checkbox"/> Lost <input type="checkbox"/>
Received Date:	7 Mar 2008
* Part Number:	258393J2
* Nomenclature:	Propeller wing
* NIIN:	335532225
* Asset Serial Number:	25362656

Review information on each Package. If Exhibit has been received, Check the "Received" Box or "Lost" if the exhibit is lost.

Complete the same process if more than One package was requested/delivered

EXHIBIT RECEIPT TOOL - UNDOCUMENTED SHIPMENT

New Package

Tracking Number Received Lost

*Quantity: *Part Number: *Nomenclature: *NIIN: *Asset Serial Number:

Comments:

If more than one package was received, but was not documented, a New Package can be added.

First type in the Tracking number, then Click the " Add Package" button.

The Package information fields then displays to Document. Click Save Package. Complete the Same Process if Additional Packages arrived under the DR RCN

When Finished, Click the "Acknowledge Receipt" button.

Summary Page now shows a completed Exhibit Receipt with Milestone date.



Joint Deficiency Reporting System

- **When the Investigation has concluded, it is time to draft the Final Report**
- **If you cannot complete the investigation in a timely manner, draft Interim Reports until the Investigation is completed. Like a progress report, this will keep everyone informed**
- **Much like the Prelim... Report, the Final Report is sent to the Action Point for approval. The Final Report also has an email selection tool for routing.**



Joint Deficiency Reporting System

DRAFTING THE FINAL REPORT



Joint Deficiency Reporting System

Drafting the Final Report:

- **The Final Report is used when an investigation was conducted whether or not an exhibit was requested**
- **Select the appropriate Broad Cause, Detailed Cause, Govt Source, Inspection, Preventive and Corrective Action by the Contractor, Govt, and etc. These Fields are required by the DoN LEAN 6 Sigma process**
- **Report “Actions” for each Service may vary in the Final Report**
- **Select the appropriate DR Status at the end of the Final Report**

FINAL REPORT - ADD RECOMMENDATION

Recommendations: (Leave blank if "NA")

Recommendations	Options
A. showing example	Edit Delete

[Add Recommendation](#)

Related Information:

To add a Recommendation Click on "[Add Recommendation](#)" a separate screen will appear.

* Corrective Action Taken:

* Preventive Answer Type:

* Government Source Inspection:

Once the recommendation is saved the function can be Edited and Deleted by Clicking the "Edit" or "Delete" tools

PQDR Final Report Recommendation

Category: CAT II

RCN: S3102A-08-4434

Investigation Control Nr: TSTPQDR-TEST-0024-08S

Nomenclature: Propeller wing

Support Pt Control Nr: S3102A2008J0009

* Recommendation:

Save and Return

Add Another Recommendation

Cancel/Return

FINAL REPORT - CORRECTIVE/PREVENTIVE ACTIONS

Corrective Actions by Contractor: (Leave blank if "NA")

[Add Corrective Action](#)

Corrective Actions by Contractor	Options
A. testing for handbook	Edit Delete

Preventive Actions by Contractor: (Leave blank if "NA")

[Add Preventive Action](#)

Preventive Actions by Contractor	Options
A. testing for handbooks	Edit Delete

Corrective Actions by Government: (Leave blank if "NA")

[Add Corrective Action](#)

Corrective Actions by Government	Options
<i>No Corrective Actions by Government have been entered.</i>	

Preventive Actions by Government: (Leave blank if "NA")

[Add Preventive Action](#)

Preventive Actions by Government	Options
<i>No Preventive Actions by Government have been entered.</i>	

*** Evaluation of Current Production (Root Cause of Deficiency):**

--	--

Add a Corrective or Preventive Action on these functions, they used the same as the Add a Recommendation tool on previous page

*** Contractor's position with**

--	--

*** DR Status:**

--

Closed - Investigation Completed
Closed - Corrected & Verified
Closed - Acceptable Risk
Closed - Enhancement
Closed - Administratively

All Asterisked Fields are mandatory



Joint Deficiency Reporting System

- **When the Investigation has concluded and the Final Report has been approved, it is time to complete the Material Disposition and return the material back into the Repair Cycle, Scrap and Etc.**
- **The Action Point completes the Material Disposition Submission with instructions to the Support Point (DCMA) on how to dispose of the material**
- **An email notification of Material Disposition Submission is sent to the Support Point**
- **The DCMA (Support Point) then completes the Execution phase of the Material Disposition tool.**
- **Ensure CAVII, CAMMS and Condition Coding for Carcass Tracking is completed on DLRs before completing the Material Disposition tool**



Joint Deficiency Reporting System

MATERIAL DISPOSITION TOOL “EXECUTION”



Joint Deficiency Reporting System

Material Disposition Execution Tool:

- **The Action Point Submits the Material Disposition to the Support Point for Material Disposition Execution when the Exhibit is no longer required**
- **Material Disposition Submission by Action Point within 5 Days of Final Report Approval and Support Execution should be completed within 3 days of Material Disposition Submission Report Approval**
- **The Support Point Completes and Documents the Execution Process:**
 - **Subject Item was retrieved on**
 - **TIRing was completed on**
 - **Custody of the exhibit was transferred to**
 - **All action required for full & proper disposition of exhibit is complete on**
- **A DCMA Representative with Approver or DRPM roles/privileges can complete the Material Disposition Execution**

MATERIAL DISPOSITION EXECUTION

Material Disposition Confirmation

Subject Item was retrieved on

TIR'ing was completed on

Custody of the exhibit was transferred to on

All action required for full and proper disposition of exhibit is complete on

Comments

Fill in the appropriate information, Click "Submit Confirmation" to complete the tool



Joint Deficiency Reporting System

DRAFTING THE CLOSING REPORT



Joint Deficiency Reporting System

Drafting the Closing Report:

- **The Closing Report is used to Administratively Close a DR when a investigation is NOT conducted - WITH OR WITHOUT AN EXHIBIT**
- **Report “Actions” for each Service may vary in the Closing Report**
- **The Closing Report requires the “Reason for Closing”**
- **Select the appropriate DR Status at the end of the Closing Report**
- **Select the appropriate Broad Cause, Detailed Cause, Severity of Defect, Corrective Action Taken, Defect Verified Indicator, and etc. are all required fields.**

CLOSING REPORT - TRACKING/TRENDING CODES

Tracking/Trending Codes:

The following codes are for tracking and reporting purposes and will not appear in the email or defense message output (if applicable).

* Broad Cause Code:

* Detailed Cause Code: (* Indicates primary cause code)

Detailed Cause Code must have one set as the Primary

Add
Delete
Set Primary

* Defect Responsibility Code:

* Defect Verified Indicator:

* Corrective Action Taken:

* Preventive Answer Type:

* Severity of Defect:

Tracking/Trending fields maybe in different areas within the Closing Report depending on Service

* Government Source Inspection:

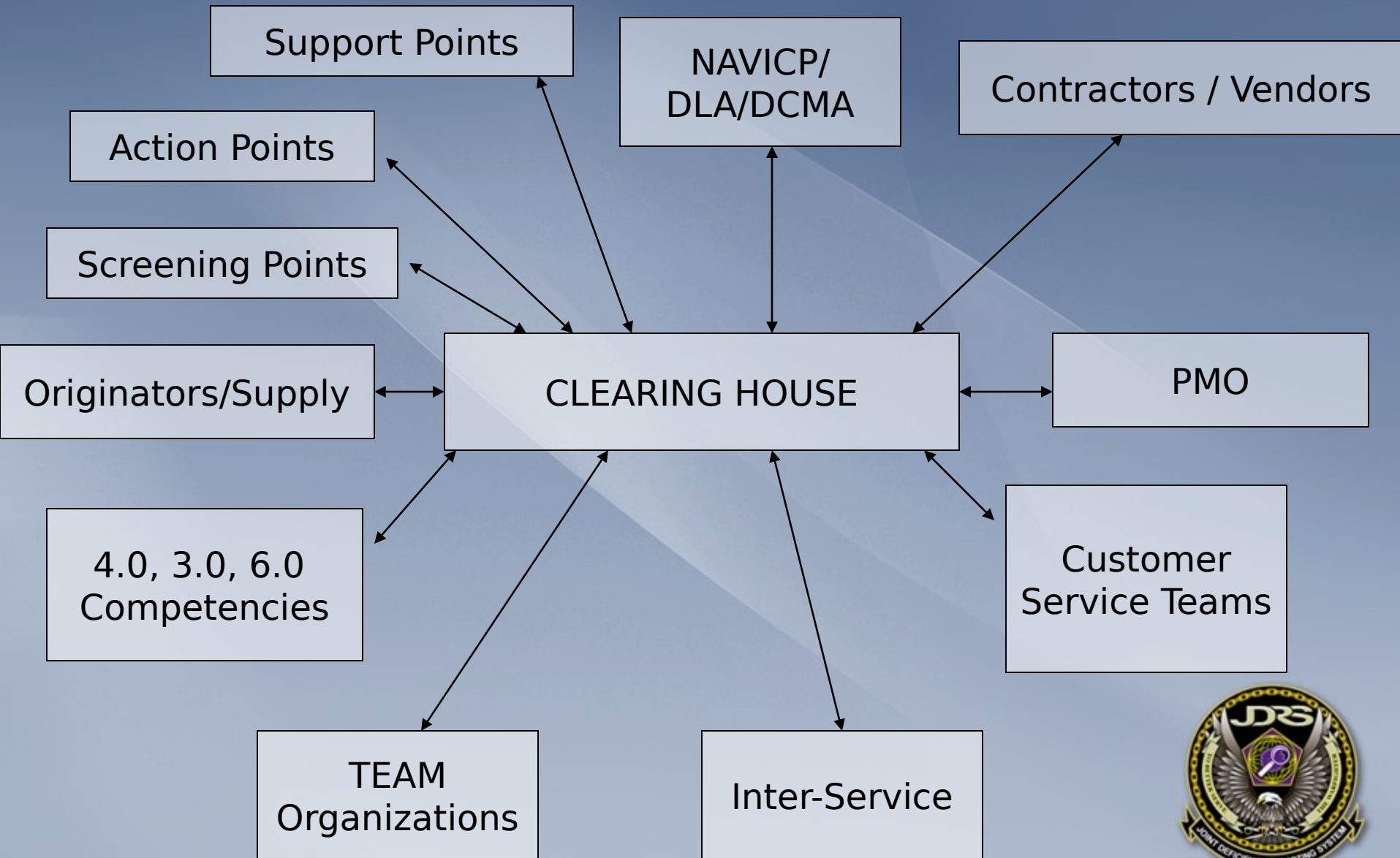


Joint Deficiency Reporting System

Roles of the JDRS Clearinghouse

- **POC / Service Policy and Process Technical & Subject Matter Experts**
- **Support All Stakeholders & Provide Assistance / Liaison Services**
- **Identify Process Req/Changes & Intervene/Apply Exception Mgmt**
- **Material Management/Track/Trace/Oversight/Heavy Ship Assistance**
- **Problems/Trend Analysis/Evaluate Performance of Processes using Metrics & Apply Corrective Solutions**
- **Training - Handbooks, On-Site, Teleconference and CBT**
- **Functional Requirements - Assist in writing Web Functionality**
- **Testing - Web Operation and New Releases**
- **Process Workflows and Data Changes**
- **Admin - Enrollment, Feedback**
- **Update Instructions - COMNAVAIRFORINST 4790.2, OPNAVINST 4790.15d,
AF T.O. 00-35D-54, 4855.5 AFR 74-6**

CLHS CUSTOMERS

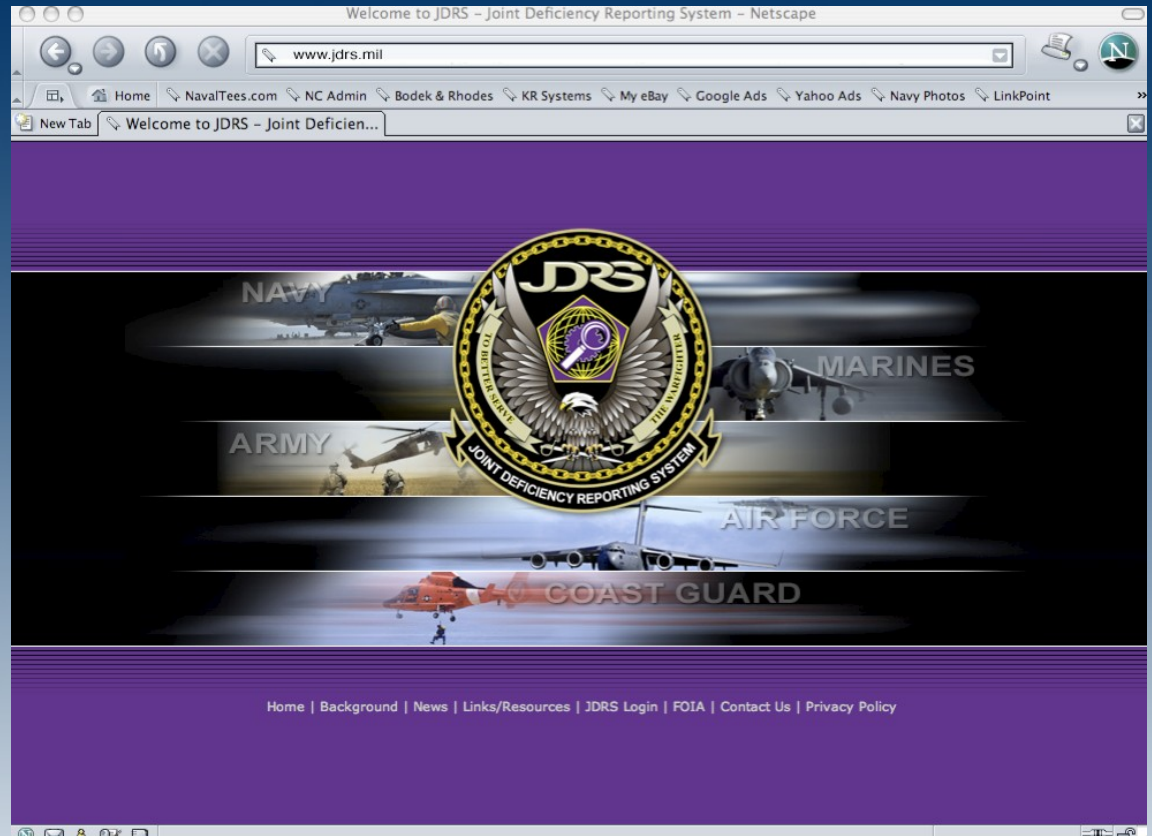




Joint Deficiency Reporting System

JDRS Public Site:

Learn more about JDRS,
download flyers and
review press releases at
www.jdrs.mil.





Joint Deficiency Reporting System

**Use the JDRS Web Site Handbooks for
detailed Instructions on each of the tools.
Please Contact us at JDRShelp.fct@navy.mil
if you have any questions.**

V/r

The NAMDRP/JDRS Program